BY ORDER OF THE COMMANDER
12TH FLYING TRAINING WING (AETC)

12TH FLYING TRAINING WING (AETC)
INSTRUCTION 13-204

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Space, Missile, Command, and Control

AIR TRAFFIC CONTROL AND AIRFIELD OPERATIONS

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This instruction implements AFPD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management.* This instruction provides general and frequently required instructions, and information peculiar to flight and ground operations at Joint Base San Antonio - Randolph (JBSA-RNDND). It implements the guidance from AFI 13-204V1, *Airfield Operations Career Field Development;* AFI 13-204V2, *Airfield Operations Standardization and Evaluations;* and AFI 13-204V3, *Airfield Operations Procedures and Programs*. This instruction applies to all assigned, attached, and hosted aircrew members, and all personnel involved in base flying activities. The airfield operating instruction (AOI) provides guidance regarding airfield and terminal environment activities which directly affect flying operations. It is the primary source document for describing local air traffic control (ATC), airfield, and flying operations applicable to base assigned aircrews, such as Visual Flight Rules (VFR) and radar traffic patterns, In-Flight Emergency (IFE) response procedures, local aircraft priorities, etc. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect or maintain the records prescribed in this instruction are 10 U.S.C. 8012; 44 U.S.C. 3103;

Public Law 85-726, 49 U.S.C. 1507; and Executive Order 9397. Forms affected by the Privacy Act have an appropriate PA statement.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed**. Chapter 2** updated Pavement Condition Number, added operation of the rotating beacon, added west runway RSCs, changed NAVAID maintenance verbiage to clarify weather requirements, changed noise abatement procedures for events, rewrote barrier change sequence. **Chapter 4** changed continue to standby for west pattern procedures, added arrival and departure restrictions to Aircraft Handling Characteristics (AHC) profiles **Chapter 5** Added feed-on takeoff procedures for T-1s, **Chapter 9** updated Final Monitor Radar (FM)/Dual Simultaneous Independent Approach (SIA) Procedures. **Attachment 2**: corrected airfield diagram; added instrument (INST) hold lines. **Attachment 3**: Added warm-up pad restrictions, deleted taxilane D restrictions due to transformer being moved. **Attachment 6**: New map standardized VFR entry location and ground tracks. **Attachment 7**: changed continue to standby. Minor administrative changes were made throughout and include reference updates and editing errors. Deleted all Letter of Agreement excerpts and call signs.

Chapter 1

ADMINISTRATION

1.1. Conflicting Instructions: When conflicting directives exist between this and other related locally published regulations or Wing Supplements (not to include FAA Letters of Agreement), this instruction shall be considered the final authority. Recommended changes should be addressed to 12 OSS/OSA for inclusion as a discussion topic in the AOB.

1.2. Glossary of References and Supporting Documents: Explanation of predominately used abbreviations, acronyms and terms are listed in **Attachment 1**.

Chapter 2

GENERAL INFORMATION REGARDING AIRFIELD FACILITIES

2.1. Runways (RWYs) and Taxiways (TWYs):

2.1.1. The primary RWY for all operations (including instrument) is RWY 14L/32R (East). RWY 14L/32R is 8351ft long by 200ft wide, and has 200ftx1000ft paved overruns. The RWY magnetic heading is 145.03/325.03 degrees and it is constructed of reinforced concrete. The Touchdown Zone Elevation (TDZE) for RWY 14L is 742ft and the TDZE for RWY 32R is 734ft.

2.1.2. RWY 14R/32L (West) may only be used on an as needed basis for other than T-6 and depot MX aircraft operations consistent with the provisions of the SAT/RND Letter of Agreement (LOA). RWY 14R/32L is 8352ft long by 200ft wide, and has 200ftx1000ft paved overruns. The RWY magnetic heading is 145.03/325.03 degrees. The northern 1000ft of the RWY is constructed of reinforced concrete, the southern 2500ft of the RWY is constructed of reinforced concrete, and the middle 4852ft is constructed of asphalt. The TDZE for RWY 14R is 761ft and the TDZE for RWY 32L is 734ft.

2.1.3. RWY Intersection Distance Remaining (See **Table 2.1**).

Table 2.1. RWY Inter Remaining:

RWY 14L(East)		RWY 32R(East)		RWY 14R(West)		RWY 32L(West)	
TWY A1	Full Length	TWY A6	Full Length	TWY G1	Full Length	TWY G6	Full Length
TWY A2	6450'	TWY A5	6950	TWY G2	6500'	TWY G5	6950'
TWY A3	4700'	TWY A4	5350'	TWY G3	4700'	TWY G4	5400'
TWY A4	2950'	TWY A3	3650'	TWY G4	2900'	TWY G3	3600'
TWY A5	1400'	TWY A2	1850'	TWY G5	1400'	TWY G2	1850'
TWY A6	No Takeoff	TWY A1	No Takeoff	TWY G6	No Takeoff	TWY G1	No Takeoff

2.1.4. The parallel RWYs are separated by 6300ft. Both RWYs are marked as precision RWYs. RWY 14L/32R (East) Pavement Classification Number (PCN) is 62 R/B/W/T; for RWY 14R/32L (West), the PCN number is 31 R/B/W/T.

2.1.5. TWYs are all 75 wide with the exception of TWYs , A4, A5, G4, and G5 that are 100ft wide. Warm-up pads adjacent to TWYs A1, A6, G1, and G6 increase the overall width of those TWYs. See **Attachment 3** for taxiway restrictions when the warm-up pad is in use.

2.1.6. Randolph's field elevation is 761ft MSL.

2.1.7. Airfield Diagram: (see **Attachment 2**).

2.2. RWY Selection/Barrier Change Procedures: SOFs determine the RWY in use. If a SOF is not present then ATC determines RWY in use. SOFs will coordinate with ATC and the

opposite facility SOF, if needed, to select an optimum time for RWY change (weather conditions, rapid wind change, wet RWY, etc. should dictate a shorter coordination time). The optimum times for RWY changes are prior to wing flying, or between T-6 goes. If preferred times cannot be met serious consideration should be made to complete the runway change with the least amount of T-38s with ETAs within 30 minutes of Randolph. If operationally feasible, preference should be made to align RND and SAT traffic flows to preclude likely delays and pattern restrictions. NOTE: RND is only manned with enough barrier maintenance personnel to change the barrier configuration for one RWY at a time.

2.2.1. Barrier Change Sequence: RND will coordinate with HNG, SAT, Fire Dept, and Airfield Management (AM) with as much advance notice as possible prior to a runway change (including the expected runway change time).

2.2.1.1. To expedite the change, the following procedure will be used to disconnect/re-connect the barriers: At 30 minutes prior to the RWY change time (RCT), the barrier change crew will meet at the departure end of the West RWY or the departure end of the East RWY as directed by the SOF/ATC. The departure end of the first RWY will be disconnected prior to connecting the approach end to prevent both barriers from being connected at the same time. If traffic permits, ATC will direct restricted low approaches to accelerate the completion of this procedure.

2.2.1.2. Weekend/Holiday/Out of Hour Operations: When ATC notifies AM of the RWY in use, AM will coordinate with and direct Fire and Emergency Services to disconnect/re-connect the barriers to be configured to the RWY in use. ATC will resume normal operations when notified by AM the barriers are configured correctly. The RWY in use will be completely configured prior to proceeding to the other RWY.

2.2.2. AM will:

2.2.2.1. Notify Barrier Maintenance/Fire and Emergency Services of proposed RWY change time. AM will notify Barrier Maintenance when the RWY change will occur between 0600-1445L Monday- Friday (except holidays) and Fire and Emergency Services all other times.

2.2.2.2. Complete an arresting system inspection for proper configuration and report the status to ATC. If necessary and if time permits conduct an airfield check and report status/RWY condition prior to resuming operations.

2.2.3. ATC Shall:

2.2.3.1. Notify AM as soon as possible of proposed RWY change. To the maximum extent possible provide 30 and 15 minutes prior to RWY change: Transmit (RND/Hangover RWY change at (time), time now (time)) on Local Control (LC) and Ground Control (GC) frequencies. 15 minutes prior instruct all aircraft on the ground to remain in parking until ground traffic flow allows unrestricted taxiing to the new RWY. Instruct all aircraft in the VFR pattern traffic to either depart the pattern, climb to high pattern (exceptions may be made based on number of aircraft in the pattern), or to full stop. Disapprove Racetrack/Rerun requests until aircraft commence taxiing to the new RWY in use.

2.2.3.2. At 10 minutes prior to RWY change: Transmit (RND/Hangover RWY change at (time), time now (time)) on LC and GC frequencies. Begin directing airborne aircraft to re-enter via VFR entry for the new RWY (based on traffic, ATC may direct aircraft to other points in the pattern in lieu of VFR entry). When the RWY change is complete and AM has completed an arresting system inspection and RWY check if necessary RND will notify SAT TRACON, AM, Fire Dept and WX of the RWY change completion time and transmit (RND/Hangover RWY (RWY number) in use) on tower and ground frequencies.

2.2.3.3. Do not release departures to Seguin until RWY change is complete.

2.2.4. The SOF shall notify 12 OG/CC and Seguin RWY Control Structure (RCS) of the proposed RWY change start time and completion time. The Seguin RCS controller will notify the SOF when RWY change is complete.

2.2.5. Seguin Procedures: The assigned Senior Fire Official (SFO) is responsible for completing all airfield checks and must be trained IAW AFI 13-204V3. Prior to the start of flying activities Foreign Object Damage (FOD), Bird/Wildlife Aircraft Strike Hazards BASH, Habitat Control, Ponding, and RWY Surface Condition (RSC), etc, checks must be completed. The SFO will document checks on a checklist designed for use at Seguin. Seguin personnel are responsible to use any available means to contact RND ATC or SOF of any unusual occurrences requiring immediate attention.

2.2.5.1. The RCS controller will advise the SOF of any status changes or discrepancies affecting operations.

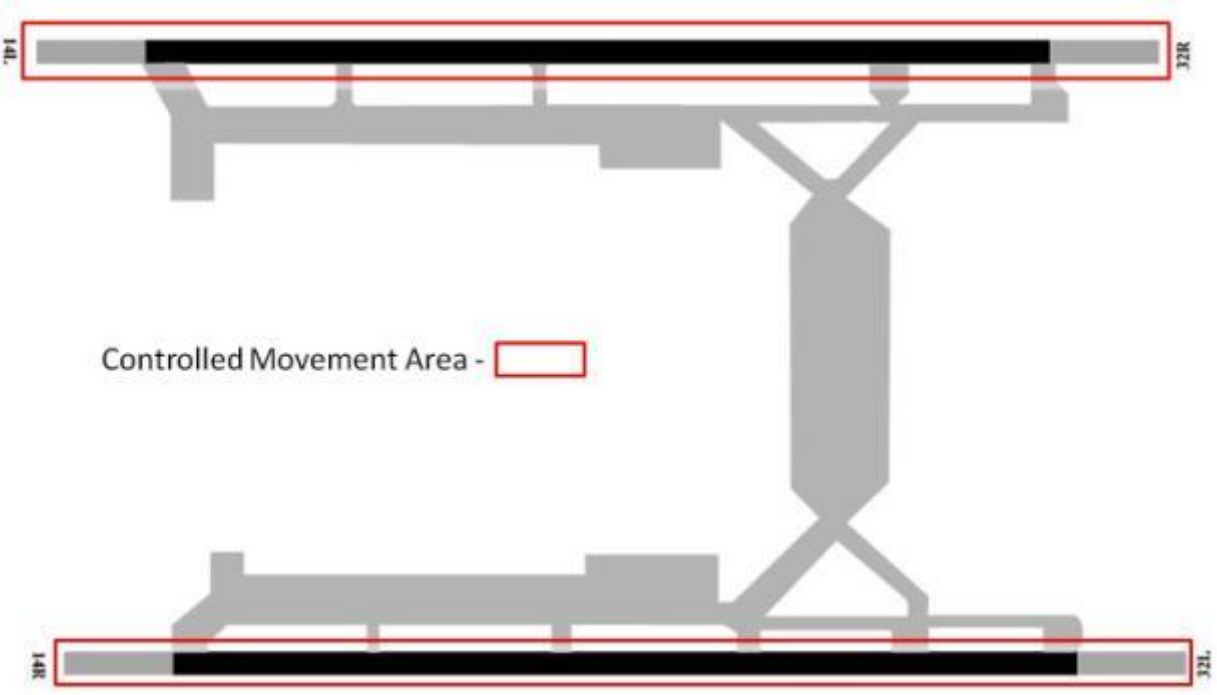
2.2.5.2. RCS and/or SOF will report airfield discrepancies to AM for reporting to the appropriate agency.

2.2.5.3. Maintenance of the RCS facilities is the responsibility of the RCS facility manager. The RCS controller will inform the facility manager of all discrepancies and coordinate with the appropriate agencies for repair.

2.2.5.4. Normally, Seguin will align their RWY with RND. When conditions (winds, barrier condition, etc.) prohibit alignment with RND, the RCS controller will coordinate with the SOF and 560 FTS duty desk for opposite direction operations.

2.3. Controlled Movement Area (CMA): The CMA includes the RWYs, overruns, and the areas within 100 ft of either RWY or overrun and all portions of TWYs on the RWY side of the VFR hold lines.

Figure 2.1. Controlled Movement Area (CMA):



2.4. Airfield Lighting Systems:

2.4.1. RWY 14L (East) has nonstandard ALSF-1 (2,100ft) Approach Lighting System (ALS), High Intensity RWY Lights (HIRL), Precision Approach Path Indicators (PAPI), and Sequenced Flashing Lights (SFL).

2.4.2. RWY 32R (East) has ALSF-1 standard approach lights, (HIRL), (PAPI), and (SFL).

2.4.3. RWY 14R/32L (West) has (HIRL), and (PAPI). The RWY has no ALS. Precision instrument approaches are authorized by Permanent Waiver RA 107-2. To enhance early acquisition of the RWY environment by aircrews, available lighting prior to the threshold is used. In addition to threshold lights, red pre-threshold bar lights are available 100ft from the threshold and red and white terminating bar lights are available 200ft from the threshold. The overrun is outlined with red edge lights. All approaches are designed to no light minimums with approved waivers.

2.4.4. All TWYs are equipped with standard three-step lighting.

2.4.5. ATC shall operate airfield lighting IAW FAAO 7110.65, *Air Traffic Control Handbook*, AFI 13-204,V3 and local directives. ATC will report any lighting malfunctions immediately to AM. AM will immediately notify 902 CE/CEOFE at 652-7616 or EMCS 652-3151 for standby personnel, of any airfield lighting malfunction. AM will issue appropriate NOTAM for airfield light outages.

2.4.6. During periods when the towers are closed, 902 CES/CEOFE is responsible for operating the airfield lighting. After-hours requests will be passed through the CE EMCS at 652-3151 for technician notification/response.

2.4.7. Airfield Lighting Checks: 902 CES/CEOFE will complete a daily lighting check prior to the first take-off (Mon-Fri) and immediately report any deficiencies that cannot be corrected on the spot to Airfield Management Operations (AMOPs). The lighting check is an operational check of all lighting systems to include intensity level (steps 1-5) and repairs of any lighting outages. Exterior Electric will contact AMOPs each morning by radio, when accessing and departing the airfield environment and report the airfield lighting status. AM is still responsible to conduct a retro-reflective markings check every Friday and other times the airfield is open during times of darkness or during IFR conditions.

2.4.8. RND ATC is responsible for operating the rotating beacon unless RND is closed and HNG is open then HNG will operate it. The beacon is located on top of building 100 and will only be operated during open hours as required by the FAAO 7110.65.

2.5. Aircraft Arresting Systems:

2.5.1. All RWYs have one BAK-15 arresting system located 250ft into each departure end overrun. The BAK-15 is between 12.5ft and 14ft high in the middle, and 23ft high on each side. Remote control systems are located in each tower for their respective RWY.

2.5.2. Coordination Procedures: ATC will raise the BAK-15 IAW FAAO 7110.65 when requested by aircrew, when directed by the SOF, Flight Safety, and when a No Radio (NORDO) T-38 aircraft is approaching to land. Average reset time for the BAK-15 is four hours after an engagement.

2.5.2.1. ATC will notify AM of barrier malfunctions. AM will notify Barrier Maintenance between the hours of 0600 and 1445 M-F (except holidays). Such notification will be made by AM through Barrier Maintenance or EMCS Service Desk at 652-3151 or 3143.

2.5.2.2. BAK-15 barriers will be configured, activated and inspected prior to the start of flying. NOTE: ATC shall notify AM before releasing arresting systems to barrier maintenance for maintenance or configuration changes.

2.5.2.3. CE-Barrier Maintenance is responsible for instructing ATC on the location and capabilities of the arresting systems.

2.5.3. Barrier Maintenance and ATC shall use easy to understand descriptions such as: *operational, not operational and in-service, out-of-service, raised, and lowered* when reporting system status.

2.6. Parking Plan/Restrictions: Wing assigned aircraft are assigned parking areas designed for specific aircraft to allow reduced parking spacing and fixed support equipment. Transient aircraft are assigned parking in areas designed for general aircraft operations. Transient aircraft should not transit the south crossover and will normally be parked on the south ramp, unless otherwise directed by AM. See **Table 2.2** for parking area assignments. Airfield restrictions establishing limitations on the number or type of aircraft using JBSA-RND will be coordinated with HQ AETC, 12 FTW/CC, 12 OG/CC, AOF/CC and Command Post (CP) a minimum of 96 hours prior.

Table 2.2. Assigned Parking Areas:

Wing T-38 aircraft	Rows 1 through 11
DV aircraft	Rows 14 and 15
Wing T-1 aircraft	Rows 16 through 20
Local/Transient overflow aircraft parking	Rows 21 through 24
Transient T-6 size aircraft	Rows 33 and 35
T-6 maintenance	Rows 34
Transient T-1 size aircraft	Row 36
Transient aircraft (Restricted Area)	Rows 37 through 39
Large transient aircraft (Expanded Restricted Area)	Rows 40 and 41

2.6.1. Special activity parking: Static display, Air Show, Open House, and other special activity parking are determined by the requirements of the event. Normally, a POC is assigned to activities requiring aircraft parking plans. The POC coordinates a parking plan with AM, Maintenance Operations Center (MOC), Transient Alert and Security Forces Squadron (SFS).

2.7. Air Traffic Control Facilities:

2.7.1. JBSA-RND has two operational control towers, Randolph ATC (RND) and Hangover ATC (HNG). RND is a VFR tower and is located at the intersection of TWY A, TWY A4, and TWY B on the east side of the airfield. HNG is a VFR tower and is located at the intersection of TWY G, G4 and TWY E on the west side of the airfield.

2.7.2. Published Operating Hours: Randolph Airfield and RND ATC will operate from 0700L to 1800L, Monday through Friday, and will be closed Saturday, Sunday, and federal holidays.

2.7.3. HNG will normally operate during periods of local T-6 flying; Monday through Friday 0700L to 1800L or until flying is terminated. Additional operations may be conducted if coordinated with and directed by 12 OSS/OSA. Scheduled HNG ATC operations during RWY 14L/32R (East RWY) closures will not exceed 16 hours per day, 6 days per week.

2.7.4. Out of Hours Operations (OHOPs): Units requiring OHOPs shall immediately notify 12 OSS/DO (or 12 OSS/OSA if unavailable) who in turn will notify 12 OSS/OSA, ATC, AM, Transient Alert (TA), WX, MOC, Command Post, and Petroleum, Oil, and Lubricants (POL) of the requirement. Approval authorities for extending the published airfield hours/OHOPS are the 12 OG/CC, 12 OSS/CC, 12 OSS/DO and AOF/CC. The airfield will open 30 minutes prior to distinguished visitor (DV) arrivals and close 30 minutes after DV departures unless otherwise coordinated with the aircraft commander and the AOF/CC. NOTE: Times are reduced to 15 minutes when the arrival/departure is not a DV.

2.8. Designated Airspace: RND (East) ATC airspace is that Class D airspace 4.4 NM radius from the center of the airfield, North and East of Randolph, from the surface up to and including 3100ft MSL. HNG (West) ATC airspace is that Class D airspace 4.4 NM radius from the center of the airfield, West and South of Randolph, from the surface up to and including 2800ft MSL. SAT TRACON airspace is that airspace which extends from 2000ft MSL to 4800ft MSL

overlying a portion of the HNG airspace. The RND/SAT TRACON LOA establishes guidance for HNG ATC aircraft operations on the West side within the SAT TRACON Class C airspace up to and including 2800ft MSL without routine requests for individual approval. This provision does not preclude SAT TRACON from denying JBSA-RND ATC operations within that airspace.

2.9. Visual Blind Spots: The visual blind spots for RND ATC are the east ramp (aircraft shelters), portions of TWY A and the western half of the South Ramp, portions of the South Ramp obscured by bldg 38 (parachute hangar) and including Taxilane D, and the entire West Ramp to include all TWYs and the west RWY. The visual blind spots for HNG ATC are the northern portion of the West Ramp (aircraft shelters), the eastern half of the South Ramp, including TWY D, and the entire East Ramp to include all TWYs and the east RWY (See **Attachment 2**). Due to the visual limitations caused by the shelters, aircrews should add their parking location to any calls to the Tower or Ground controllers if expecting an eyes-on, or location specific response, e.g. *Randolph Ground, Cheetah 01, there is a fuel leak in shelter # 9-2 appears to be streaming from T-1 tail number 0333*. See **Attachment 2**.

2.10. Local Frequencies: ATC will use the phrase *local channel (number)* when issuing local channelization (see **Table 2.3**) with Wing assigned aircraft. See **Table 2.4**. for local area manual frequencies.

Table 2.3. Local Aircraft Channelization:

Preset Channel	T-38, T-1,	UHF	VHF	Preset Channel	T-6	UHF	VHF
1	RND Clearance Delivery	338.35	--------	1	HNG Ground	353.75	124.75
2	RND Ground	275.8	119.65	2	HNG Tower	291.1	120.5
3	RND Tower	294.7	128.25	3	RND Tower	294.7	128.25
4	Alt SAT Dep/App	335.625	124.45	4	Alt SAT Dep/App	335.625	124.45
5	SAT Dep/App	318.1	128.05	5	SAT Dept/App	318.1	128.05
10	SAT App North	269.1	127.1	10	SAT App North	269.1	127.1
11	SAT App West	307.0	125.1	11	SAT App West	307.0	125.1
12	SAT Dep South	290.225	125.7	12	SAT Dep South	290.225	125.7

Table 2.4. Local Area Manual Frequencies:

Facility	UHF	VHF
Pilot to Meteorological Services (PMSV)	239.8	
Hangover ATIS	327.8	
Randolph ATIS	290.525	
Pilot to Dispatch (AM)	372.2	
Randolph SOF	364.35	143.725
Hangover SOF	311.3	149.125

2.11. Navigational Aids (NAVAIDs):

2.11.1. Randolph NAVAIDs:

2.11.1.1. Randolph TACAN (DHK) is located 1190ft east of the approach end of RWY 14L (N2932.22 W9816.07) and is channel 36.

2.11.1.2. Randolph VORTAC (RND) is located 500ft west of the approach end of RWY 32L (N2931.15 W9817.11) and is 112.3/CH 70.

2.11.1.3. Randolph RWY 14L localizer is 109.9, I-TRT

2.11.1.4. Randolph RWY 14R localizer is 111.3, I-UNY

2.11.1.5. Randolph RWY 32L localizer is 111.1, I-VQE

2.11.1.6. Randolph RWY 32R localizer is 109.3, I-RND NOTE: All Randolph NAVAIDs are equipped with internal monitors.

2.11.2. Area NAVAIDs:

2.11.2.1. San Antonio VORTAC (SAT) is located 290/12 NM from JBSA-RND, and is 116.8/CH 115.

2.11.2.2. Kelly Field Annex TACAN (SKF) is located 233/19 NM from JBSA-RND, and is CH 57.

2.11.3. NAVAID Monitoring: RND ATC is the designated NAVAID monitoring facility. When open, RND ATC will continuously monitor the active ILS(s), TACAN, and VORTAC. HNG shall notify RND of any reported outages. Pilots should report any weak or anomalous signals to ATC. If HNG is the only facility open, pilot reports – in lieu of manning RND – may be used to indicate NAVAIDs are operating normally.

2.11.3.1. When NAVAID outages occur, the following agencies or individuals will be notified by RND: SAT, HNG, AM, 902 Communication Squadron (CS) Communications Focal Point (Air Traffic Control and Landing Systems (ATCALS) Maintenance), SOF, and the ATM, or AOF/CC (ATM or AOF/CC will notify the 12 OSS/CC and/or 12 OSS/DO). When the NAVAID is returned to service, notification procedures remain the same. ***NOTE:*** The order in which notifications are made may vary depending on the NAVAID outage and extent to which the mission is affected.

2.11.4. NAVAID Preventive Maintenance Inspections (PMIs): PMIs will normally be performed IAW the 12 OSS/902 CS Operations Letter, *Malfunction/Interruption of Air Traffic Control and Landing Systems (ATCALS) and Communication Equipment*. When there

is scheduled OHOP that may affect PMI, ATC will coordinate with CS to ensure no adverse impact on aircraft operations.

2.11.4.1. Unless performing preflight parameter checks during periods when the tower is unmanned, CS will not engage NAVAID interlocks without RND ATC approval.

2.11.4.2. ATC will not release RWY 14L/32R (East) ILS, or DHK TACAN (or RND VORTAC in the event DHK TACAN is OTS) for unscheduled maintenance when the weather is forecasted to be, or pilot reports indicate, less than 3000ft above ground level (AGL) ceiling and/or less than 5 SM visibility for the duration of the unscheduled maintenance plus one hour after the unscheduled maintenance time.

2.11.4.3. CS will coordinate all routine maintenance through ATC. ATC will coordinate with AOF/CC. AOF/CC will coordinate with OG/CC, affected flying squadron(s) and AM for completion of appropriate NOTAM action, if required.

2.11.4.4. The following times have been established for PMIs at JBSA-RND when the current and forecasted weather is 1500ft ceiling or greater and visibility 5 SM or greater for the entire period of the PMI plus 1 hour: VORTAC and TACAN: Tuesday and Thursday 2230-0630L and ILS (ALL) Monday and Wednesday 2230L-0630L.

2.11.5. NAVAID Restoration Priorities: In the event of multiple failures of NAVAIDs, CS will respond to outages in the following order: Radios, Active RWY ILS(s), TACAN, VORTAC, inactive RWY ILS(s).

2.11.6. NAVAID outage response times shall be in accordance with 12 OSS/902 CS Operations Letter.

2.12. Transient Aircraft:

2.12.1. Transient aircraft operations will be IAW AP/1.

2.12.2. Transient Aircraft Local Sorties: Due to transient support contract limitations, transient aircraft are not authorized to fly local sorties out of JBSA-RND. Aircraft may depart to another station, land, service, depart and return to JBSA-RND based on PPR availability. Any exception must be approved by the OG/CC.

2.12.3. Transient aircraft should not transit the south crossover and will normally be parked on the south ramp, unless otherwise directed by AM.

2.13. Automatic Terminal Information Service (ATIS) Procedures:

2.13.1. RND/HNG have separate ATISs and will broadcast specific information pertinent to their operations. ATC shall operate the ATIS IAW FAAO 7110.65 and AFI 13-204V3; SOF may request additional critical information be included on the ATIS. RND/HNG ATC shall notify SAT TRACON of ATIS changes by STARS automation. HNG ATIS is broadcast over the VORTAC Freq 112.3.

2.13.2. Controllers will ensure that pilots receive the most current pertinent information. Aircraft should receive ATIS information from San Antonio TRACON prior to being handed off to RND/HNG towers.

2.13.3. RND/HNG ATIS will include simultaneous independent approaches are in use.

2.14. Aircraft Special Operations Areas/Ramps:

2.14.1. Arm/De-Arm Areas: JBSA-RND does not have facilities to handle aircraft with live ordinance. If de-arming is necessary, AM will contact Command Post to request EOD/Munitions personnel from JBSA-Lackland. Aircraft will be parked on the southern edge of TWY A6 or G6, and if equipped with forward firing ordnance, be pointed away from populated areas until pinned and then towed or taxied to the south ramp and parked away from other aircraft and personnel. The preferred location will be on the south eastern portion of the ramp until the south ramp is painted to accommodate fighter type aircraft.

2.14.2. Engine Run-up Areas: The only authorized high powered engine run locations are located between TWY A, B, and C on the trim pad, the T-38 sound suppressor pad, and the HUSH house. There are no designated areas for transient fighters or heavy aircraft. Requests will be evaluated on a case-by-case basis and be dependent upon location and ramp traffic.

2.14.3. Drag Chute Jettison Areas: There are no drag chute jettison areas at Randolph. Aircraft with deployed drag chutes after landing will be instructed by ATC to maintain them to parking. In the event that they are jettisoned on the RWY, ATC will suspend operations and notify AM for retrieval.

2.15. Local Airfield Pavement Markings:

2.15.1. Warm-up pads near the ends of the RWYs are designed for use by local aircraft only. TWY A1 and A6 warm-up pad parking spots are designed for use by T-38 aircraft. (When a T-1 aircraft uses the markings, T-38 and T-1 aircraft will leave an empty parking spot adjacent to T-1 aircraft to ensure the appropriate wing tip clearance.) TWY G1 and G6 warm-up pad taxi line markings are designed for use by T-6 aircraft. See **Attachment 3** for complete warm-up pad restrictions.

2.15.2. All local aircraft parking areas are marked with Service zones (see AFI 11-218, *Aircraft Operations and Movement on the Ground*, Para 1.22.2.1.3.). Designated AGE and vehicle painted boxes or lines on the ramp are marked with two broken white lines parallel to aircraft parking rows and provide an approx. 10ft wide lane, 10ft from parked aircraft to servicing vehicle/AGE when the vehicles/AGE are between the lines. The lane is not a roadway; use these lanes only to park while servicing the aircraft. All other vehicles will maintain a minimum of 25ft from any part of an aircraft.

2.15.3. Local aircraft parking areas are marked to identify positioning of AGE and other support equipment such as fire bottles that ensure a minimum of 10 ft wingtip clearance of aircraft operating in and out of parking spots.

2.15.4. All markings between taxiways and aprons are painted to define the width of the taxiway. These markings are two dashed yellow lines outlined in black.

2.16. Aircraft Towing Procedures: All aircraft towing will be at the discretion of MOC. Towing operations within a ramp do not require ATC notification. All other tows will require coordination with MOC; tow drivers will monitor Tower Net. All unusual operations/activities on ramps or the CMA require prior coordination and approval by AM and ATC.

2.17. Aircraft Taxi Requirements/Routes: No aircraft will be allowed to taxi to the RWY without establishing two-way radio contact with GC. GC shall not taxi any aircraft without valid FP authorization from AM or local stereo FP in the system. On initial contact, pilots will state their location, request taxi to the active RWY and advise GC of the number of aircraft in the

flight (lead aircraft shall notify GC of any aircraft not accompanying the flight). Delayed aircraft will individually call for taxi with current ATIS code and state clearance received or if departing on a mission stereo departure.

2.17.1. RND GC is the controlling agency for Taxilane Delta. Due to the south ramp tower blind spots, coordination and radio communications transfer shall be accomplished prior to the aircraft entering the South crossover from the East or after crossing from the West in order for the West tower to visually ensure the aircraft transits safely

2.17.2. In areas where ATC cannot see taxiing transient aircraft, advise the aircraft to: *use caution, portions of the aerodrome not visible from [name] tower*.

2.17.3. Heavy/Widebody Aircraft Operations: Heavy aircraft tend to create debris on the movement area. ATC will provide AM with a 15 mile call on heavy aircraft arrival and when heavy aircraft are taxiing for departure. Obstacles on the airfield limit and restrict aircraft movement on the ground. AM will determine the preferred routing based on aircraft weight vs. pavement weight bearing capacity, aircraft wingspan, and obstructions. AM will provide ATC the preferred taxi route of heavy aircraft to and from parking. If the preferred taxi route is not acceptable, ATC will notify AM. AM will conduct and document an airfield check to examine the primary takeoff, landing and taxi surfaces in support Heavy/Widebody aircraft. This will include a FOD check the RWY and taxi routes immediately after heavy aircraft. ATC will provide AM with notification of landing of heavy aircraft and when heavy aircraft are taxiing for departure. AM will check only taxi routes behind C-130s, C-9s and P-3s for FOD. ***NOTE:*** For a list of taxi restrictions see **Attachment 3**.

2.18. Airfield Maintenance:

2.18.1. Repairs to the airfield must have a CE work order or contract. Coordinate with AM, CE, FD, OGV, Wing Safety, Terminal Enroute Procedures System representative (TERPS), SFS and tenant units to determine impact of proposed construction/repair projects.

2.18.2. Sweeper Operations: The sweeper is tasked to support the airfield and is in radio contact with AM Monday thru Friday 0630L-1430L; sweeper is on call at other times.

2.18.3. Grass Mowing: Grass at Randolph will be maintained at a height between 7 and 14 inches. For details concerning the grass-cutting contract, contact CE Contract Office.

2.19. RWY Surface Condition (RSC) Values:

2.19.1. Aircrews, ATC, SOFs may report a RWY Wet to Airfield Management Operations (AMPOS) based on observed precipitation. AM will verify/determine the RSC and pass it to ATC and CP.

2.19.2. When water is the only form of visible moisture on 25 percent or more of the RWY surface area (whether in isolated areas or not), report the RSC as "wet RWY" and no RCR. Regardless of a Wet or Dry RSC, report the existence, location and depth of any standing water (ponding, water patches, puddles, etc.). Identify and report other information essential to safe aircraft operations in clear text following the RSC and RCR data. Examples include but are not limited to the following:

2.19.2.1. The extent or depth of any precipitation on the RWY.

2.19.2.2. Describe location of precipitation on partially covered RWYs (e.g., touchdown area, rollout area, etc.). Use patches of water in conjunction with RSC conditions. If possible identify the location of the patches.

2.19.3. For the West RWY, AFM and OGV have agreed the RSC will either be Dry, Wet, Wet standing water or patches of water (and location) to coincide with the T-6 crosswind limitations.

2.19.4. AM will re-inspect the RWY(s) when notified of an RSC change, or when requested by ATC or the SOF. During rapidly changing conditions RSC checks will be conducted more frequently to ensure aircrews are provided with timely and accurate information. Continuous rainfall negates any need to conduct RSC checks unless needed to verify status of standing water.

2.20. Procedures/Requirements for Conducting Airfield Inspections/Checks: An airfield check, FOD, RSC BASH, habitat control, and ponding etc, will be completed on all primary takeoff, landing and taxi surfaces prior to airfield operating hours. Completion of the daily airfield inspection before the start of wing flying activities satisfies this requirement. However, if daylight does not permit a complete inspection, the inspection must be completed when able (minimum of once per day). Prior to opening for any OHOP, airfield checks will be completed on the RWY and TWYs to be used. The RWY is considered closed until this inspection/check is completed and AM transfers control of the RWY to ATC. Additional checks such as FOD, RSC and BWC checks are required to reopen a RWY that has been closed, or at any other time as requested by ATC or SOF.

2.20.1. AM completes a quarterly inspection of the Seguin Auxiliary airfield. The AM, RSU Representative, SFS, CE (Operations/Construction Engineering), and Wing Safety will have representatives participating in this joint inspection. Other agencies may be invited to send representatives when reason exists for their involvement (OG, CS, etc.). Joint inspections survey the airfields at Seguin Auxiliary for compliance with design criteria and safety standards. Observations should include consideration of compliance, obstacles, frangibility, lighting and marking, and Bird/Wildlife Aircraft Strike Hazards (BASH). Completion of the inspections will be documented using applicable portions of the Airfield Certification/Safety Inspection checklist from AFI 13-204V2 for inspections performed at Seguin Auxiliary Field. ***NOTE:*** The annual inspection will serve as the quarterly inspection for the quarter in which it is conducted.

2.20.2. AM will complete an annual Airfield Certification/Safety Inspection of Randolph and Seguin Auxiliary airfield. AM/ATC(TERPS), SOF, RSU Representative, SFS, CE (Operations/Construction Engineering), and Wing Safety will have representatives participating in this inspection. Other agencies may be invited to send representatives when reason exists for their involvement (OG, CS, etc.). Joint inspections survey the airfields at Randolph and Seguin Auxiliary for compliance with design criteria and safety standards. Observations should include consideration of compliance, obstacles, frangibility, lighting and marking, and (BASH). Completion of the inspections will be documented using applicable portions of the Airfield Certification/Safety Inspection checklist from AFI 13-204 V2 and V3.

2.21. Engine Test/Run-up Procedures: Maintenance engine runs and taxi checks will be coordinated with MOC. MOC will provide tail number, type and location, and taxi route, if

applicable, to AM to ensure an authorized location is being used. AM will notify ATC. Maintenance crews will contact the respective GC prior to engine start, providing tail number and taxi route if applicable. Maintenance will monitor GC frequency any time engine(s) are running. Upon termination, maintenance will contact GC and MOC. High Power Engine runs will not normally be done at between the hours of 2200L and 0600L for noise abatement. Exceptions to this policy require prior coordination and approval from 12 FTW/CV.

2.22. Noise Abatement Procedures: Practice approaches will not be flown at JBSA-RND between the hours of 2200L and 0600L for noise abatement. Exceptions to this policy require prior coordination and approval from 12 OG/CC. AM will be advised of any exceptions and relay to ATC.

2.22.1. Quiet Period/Ramp Freeze/Sterile Pattern Procedures may be for only one or both RWYs and/or specific apron areas. 12 OSS will coordinate required actions with the affected Flying Training Squadron (FTS), ATC and AM. AM will initiate NOTAM action for the Quiet Period/Ramp Freeze/Sterile Pattern NLT 24 hours in advance.

2.22.1.1. Quiet Period: No takeoffs, overhead patterns or touch-and-goes. Aircraft may make one straight-in approach to a full stop landing. Additional restrictions on ramp operations may be made by 12 OSS/OSA. Ramp operations are defined as aircraft/vehicle movement, aerospace ground equipment (AGE) operation and refueling.

2.22.1.2. Sterile Pattern: Patterns will be closed for scheduled activities, no departures or arrivals. Normally, there are no restrictions on ground operations. There are no restrictions on emergency Class D transitions. Other transitions may be approved if they do not impact the event requiring the sterile pattern.

2.22.1.3.1. West Ramp Freeze: No aircraft in the West traffic pattern, no arrivals, no departures except IFEs. No aircraft/vehicle movement on the west flight line (vehicles, tows, AGE; aircraft engines runs). Emergency, safety, law enforcement vehicles/aircraft may continue to operate mission essential activities.

2.22.1.3.2. East Ramp Freeze: No aircraft in the East traffic pattern, no arrivals, no departures except IFEs. No aircraft/vehicle movement on the East flight line (vehicles, tows, AGE; aircraft engines runs). Emergency, safety, law enforcement vehicles/aircraft may continue to operate mission essential activities.

2.22.1.3.3. South Ramp Freeze: No aircraft in the East or West traffic pattern, no arrivals, no departures except IFEs. No aircraft/vehicle movement on the south ramp (vehicles, tows, AGE; aircraft engines runs). Emergency, safety, law enforcement vehicles/aircraft may continue to operate mission essential activities. East/west ramp operations may continue.

2.22.2. MOC will:

2.22.2.1. Ensure all maintenance personnel and POL on the affected parking aprons are aware of the ramp freeze start/stop times.

2.22.2.2. Advise all maintenance personnel and POL on the affected flight lines when the ramp freeze has been instituted and to terminate restricted operations.

2.22.2.3. Advise all maintenance personnel and POL on the affected flight lines when the ramp freeze has been terminated and to resume normal operations.

2.22.2.4. Ensure all supporting units (Depot MX, COMBS units, etc.) are notified, as appropriate.

2.22.3. FTS Operations Supervision will:

2.22.3.1. Ensure aircrews are aware of the applicable procedures; advise departing aircrews not to start engines until the termination of the Quiet Period/Ramp Freeze.

2.22.3.2. If applicable, advise the aircrew transport drivers to avoid movement in front of base operations (ramp side) from 20 minutes prior to departure/arrival of any DV activity until the Quiet Period is terminated.

2.22.3.3. If applicable, notify the Seguin RCS Controller.

2.23. Protecting Precision Approach Critical Areas: ILS critical area dimensions are described in FAAO 6750.16, *Siting Criteria for Instrument Landing Systems* and AFI 13-204V3. Aircraft and vehicle access to the ILS critical area must be controlled to ensure the integrity of ILS course signals whenever conditions are less than reported ceiling 800ft or visibility less than 2 SM.

2.23.1. The ILS critical areas are protected on the movement areas by controlling access to the CMA.

2.23.2. Perimeter road intrudes on the glideslope critical area for RWY 14L. ATC will notify AM to close the gates and clear the area when the WX is below or is forecast below minima requiring protection of the critical area. AM will then notify the fire dept and ATC when area is clear and gates are closed. Once closed access to the protected ILS critical area requires permission from ATC. Aircraft will be notified if the glideslope becomes unprotected due to vehicles driving through the critical area or if AM cannot close the gates prior to an arrival. ATC will discontinue use of RWY 14L glideslope for all aircraft when it is not protected and the weather is below minima. NOTE: Gates will be closed Mon-Fri, 0600-0830 for inbound vehicle traffic at the east gate.

2.23.3. The only instrument hold lines on JBSA-RND are used to depict the boundary of the Precision Obstacle Free Zone. For purposes of Precision Approach Critical Area Protection, consider the established VFR hold lines as the hold limits. For depictions of the ILS Critical Areas see **Attachment 2**.

2.24. Restricted Areas on the Airfield: Restricted areas are off-limits to all individuals unless escorted by an aircrew member of an aircraft that is parked within the restricted area. Temporary restricted areas are marked with red rope, stanchions, and signs around aircraft.

2.25. Procedures for Suspending RWY Operations: AM has the authority to close, suspend or resume airfield, RWY, or TWY operations. AM will notify ATC of any movement area closures, suspensions, openings, or resumptions of operations. AM will conduct a RWY check prior to resuming operations and provide a time RWY operations are expected to resume.

2.25.1. ATC, AM or SOF may suspend operations to a RWY for reasons such as safety, RWY or barrier inspections, RWY sweeping, unauthorized vehicle on RWY, IFE arrival, etc. AM will initiate applicable NOTAM action.

2.26. Procedures for Opening and Closing the RWYs: The RWYs will be opened and closed by formal transfer of control to the appropriate agency.

2.26.1. No later than 50 minutes prior to airfield opening, AM will contact SFS and advise that AM has control of the airfield.

2.26.2. No later than 25 minutes prior to airfield opening, AM will proceed with the airfield opening checklist.

2.26.3. At 5 minutes prior to airfield opening, AM will report to each Control Tower, as appropriate, the status of the airfield to include RSC, BASH condition, call signs of vehicles and personnel on the CMA, and any other information relevant to airfield conditions. The Control Towers will then assume control of the airfield by verbally broadcasting *Randolph/Hangover Tower has control of the RWY* on the ATC frequencies and the Tower and Crash Nets.

2.26.4. Tower will notify AM when closing and AM will notify SFS that the RWYs are closed at airfield closing time.

2.27. Auxiliary Power Requirements: The 12 OG/CC has determined commercial/installation power to be reliable. The following auxiliary power requirements/procedures have been established.

2.27.1. Air Traffic Control Towers, Airfield Management, Airfield Lighting, and ATCALS facilities are equipped with backup-generators with reliable auto-start capability. Additionally, critical systems will be equipped with uninterrupted power supplies. Specific systems and their aux power supply, procedures and user responsibilities are outlined in the 12 OSS/ATCALS Ops Letter.

2.27.2. Facilities will notify 902 CES/CEOFP concerning any diminished power condition.

2.27.3. Facilities will be notified by 902 CES/CEOFP prior to any scheduled maintenance where power loads are transferred from commercial/installation to generator.

2.27.4. ATC personnel will be trained by 902 CES/CEOFP annually on manual transfer, applicable checklists, and notification procedures.

Chapter 3

FLYING AREAS

3.1. Local Flying Area/Designation of Airspace: The JBSA-RND local flying area is an extensive area that encompasses RND/HNG ATC Class D airspace when open and Class E 700 and up and G 699 and below when closed, the SAT TRACON terminal area, outlying airfields (Kelly, Seguin, Stinson, etc.) and training routes and areas (SR, VR, AR, MOA, etc.) which locally assigned aircraft routinely fly on a day-to-day basis and return to JBSA-RND.

3.2. Local Training Areas: The local training areas are described in detail in the LOA between Houston Center, San Antonio Approach, and JBSA-RND. They include the Randolph 1A, 1B, 2A, 2B, TEXON, Kingsville 5 MOAs and Seguin Aux airfield. The requirements for VMC or IMC are addressed in the RND-SAT and HOU-SAT-RND LOAs.

Chapter 4

VFR PROCEDURES

4.1. VFR Weather Minimums: IAW FAR Part 91, basic VFR is established at 1000′ ceiling and 3 miles visibility.

4.2. VFR Traffic Patterns: RND ATC is the final approving authority for use of the RWY 14L/32R (East) VFR traffic pattern and HNG ATC is the final approving authority for use of the RWY 14R/32L (West) VFR traffic pattern. See **Attachments 4**, **5**, and **6**. NOTE: Official weather will not be the sole factor in determining pattern status. The Controller in Charge (CIC) may limit operations based on observed or reported conditions.

4.2.1. JBSA-RND Local Pattern/Launch Status:

4.2.1.1. Unrestricted. Weather conditions and facilities permit full use of all training areas and RWYs.

4.2.1.2. Restricted. Weather conditions and facilities do not permit full use of all training areas and patterns.

4.2.1.3. Stop Launch. Local launches stop. Airborne aircraft may continue mission.

4.2.1.4. Standby. No aircraft airborne (locally) and no local launches.

4.2.1.5. Weather Recall. Recovery of all airborne aircraft back to JBSA-RND. Aircraft with least amount of fuel recover first.

4.2.1.6. Weather Divert. Diversion of airborne aircraft to the designated divert airfield. Aircraft with the least amount of fuel divert first.

4.2.2. Pattern Saturation: ATC may issue full stop instructions due to pattern saturation or complexity. ATC will not normally impose any pattern priorities other than those listed in this directive.

4.2.3. Overhead Pattern Break Zones: The *normal* break zone for initial overhead pattern traffic is from the approach end to 3000ft beyond the threshold. ATC may issue adjustments to the break zone for spacing and sequencing. If no break point is specified, the Pilot in Command (PIC) will break in the normal break zone. If a break point is specified along with a sequence/traffic call, it is the PIC‘s obligation to accept the sequence and comply with ATC instructions, or to request re-sequencing.

4.2.3.1. **Tactical Overhead Traffic Patterns.** Tactical entry to the overhead traffic pattern is permitted when:

4.2.3.1.1. Approved by ATC.

4.2.3.1.2. No more than four aircraft are in the flight.

4.2.3.1.3. Aircraft are in trail by 6000ft or less. (If more than 6000ft aircraft will be separate flights).

4.2.3.1.4. Aircraft may off-set slightly from the RWY in the direction of the break to increase lateral separation, but must use caution for aircraft on inside downwind.

4.2.3.1.5. Aircraft shall not off-set further West than 5th St East (RWY 14L/32R), or further East than 5th St West (RWY 14R/32L).

4.2.3.1.6. Published overhead pattern altitude will be used.

4.2.3.1.7. Published airspeeds applicable to the airframe will be flown.

4.2.3.1.8. Normal downwind, base turn positions, and spacing will be flown.

4.2.4. Closed Pattern Sequencing: ATC will approve closed traffic requests based on traffic. Aircraft requesting closed may be directed to *extend* their departure leg for sequencing. Unless otherwise directed by ATC, pilots upon receipt of approval for closed traffic may pull closed immediately.

4.2.5. Altitude Restricted Low Approaches: A low approach with an altitude restriction of not less than 500ft above the field (1300ft MSL) may be authorized except over an aircraft in departure position or a departing aircraft. Restricted low approaches may be issued to aircraft when vehicles and/or equipment on the RWY or overrun/overruns. Altitude for restricted low approach for heavy aircraft will not be less than 1800ft MSL.

4.2.6. Pattern Delays: Aircrews will advise GC if requesting VFR patterns prior to departing. Additionally, aircrews will make initial call to tower with intentions to include the term *racetrack* or *patterns*.

4.2.7. Transient Practice Approaches/Patterns: VFR patterns/practice instrument approaches by transient military aircraft will be approved, as coordinated between ATC and SOF, on case-by-case basis so as to not impede the 12 FTW training mission. Instrument approaches by civilian aircraft will not be approved at any time during Wing flying. At other times, civilian aircraft are only authorized instrument approaches to a low approach. Contracted civilian aircraft authorized to land at Randolph will do so via one approach to a full stop. No civilian VFR patterns will be allowed without 12 OG/CC approvals.

4.2.8. East Pattern Operations: All RWY 14L/32R (East) patterns are flown east of the airfield. For T-1/T-38 VFR traffic patterns RWY 14L/32R (East) altitudes, see **Table 4.2**. For transient VFR traffic patterns RWY 14L/32R (East) altitudes, see **Table 4.3**. VFR Entry coordinates are Zuehl: N29 28.181 W098 08.128 and Quarry N 29 40.713 W098 15.320.

4.2.8.1. Pattern Status:

4.2.8.1.1. Restricted Pattern/Overhead Open Procedures. Standard pattern entry is from an instrument approach, visual approach, or after initial takeoff. Non-standard entry requires tower approval prior to cancelling IFR with SAT TRACON. Aircrews will not cancel IFR until the approval is obtained.

4.2.8.1.2. Restricted Pattern/Straight-In Only Procedures. The Randolph traffic pattern to RWY 14L/32R is restricted to straight-ins only. Standard pattern entry is from an IFR approach or after initial takeoff unless otherwise approved by Randolph ATC. ATC may approve low closed patterns. For aircraft established on downwind, ATC must approve a straight in approach before aircraft turn base leg. If straight-in is denied, ATC should direct re-entry or a 360 turn for spacing; pilots will maintain 1,800ft until cleared for the straight-in approach. Normally, not more than three aircraft are permitted in the pattern at the same time.

4.2.8.1.3. Unrestricted Pattern Procedures: Standard pattern entry is from VFR entry, an IFR approach, or after initial takeoff. All portions of pattern open.

Table 4.1. East RWY Pattern Status and Weather Requirements:

STATUS	Ceiling and Visibility Minimums
Unrestricted	3600' feet MSL (2800' feet AGL) 3 SM
Restricted Overhead Open	3100' feet MSL (2300' feet AGL) 3 SM
Restricted Straight-in Only	2300' feet MSL (1500' feet AGL) 3 SM
Closed	<2300' feet MSL (<1500' feet AGL) or < 3 SM

Table 4.2. East VFR Pattern Altitudes:

Pattern Activity	Pattern Alt (MSL)	Minimum Status
Breakout (High/Upper)	3100'	Unrestricted
T-38 Overhead/Closed	2600'	Restricted Overhead
T-1 Overhead/Tactical Closed	2600'	Restricted Overhead
T-1 Closed	2100'	Restricted Straight-In
Straight-In	1800'	Restricted Straight-In
Low Closed	1400'	Restricted Straight-In
Go-Around	1300'	Restricted Straight-In

Table 4.3. Transient VFR Pattern Altitudes (East):

Pattern Activity	Pattern Alt (MSL)	Minimum Status	Ceiling (AGL)	Vis (SM)
Fighter Type Tactical/Overhead/Closed	2600'	N/A	2300'	3
Non-Fighter Type Overhead/Closed	2100'	N/A	1800'	3
Low Closed	1400'	N/A	1100'	3
VFR Itinerant Traffic	1300'	N/A	1000'	3

4.2.8.2. Radio Calls: Use full call signs on all radio calls. Expect tower to direct calls to pilots using aircraft call signs. However, in certain circumstances, tower may use pattern position to address aircraft. Pilots unable to make calls at designated reporting points will report actual position as soon as possible. Additionally:

4.2.8.2.1. Formation aircraft will be treated as a single flight until flight integrity (aircraft are split up, on the go, etc.) is no longer required.

4.2.8.2.2. All clearances and instructions should be acknowledged by the pilot.

4.2.8.3. Taxi Operations: Request taxi and departure clearance with ATIS code and ramp position if other than East Ramp. When taxi clearance is received, pilots will acknowledge with CALL SIGN, repeat the assigned RWY, and squawk.

4.2.8.4. Hammerhead Operations: After completing before takeoff checklists and when ready for departure, pilots will state, CALL SIGN, (*patterns/interval/20 second or 1 minute interval) holding short*. In order to minimize radio calls, do not use *in sequence* or *number one*.

4.2.8.5. Departure Leg:

4.2.8.5.1. Aircraft on departure leg or going around on the East side, not cleared closed traffic, will turn crosswind between ½ mile and 1 mile past departure end at or below 2100ft MSL.

4.2.8.5.2. Aircraft that were unable to break (i.e. carry initial straight through) will turn crosswind at departure end of the RWY at 2600ft MSL.

4.2.8.6. Outside Downwind Procedures: Pilots will fly the outside downwind track and when established will report: *outside downwind* and state intentions (*straight-in or initial*). The expected response from tower will be: *roger or unable*, and additional instructions if required.

4.2.8.7. Initial: Pilots will report: *CALL SIGN, initial/TAC initial*. Tower will respond with: *CALL SIGN, roger* if no conflict exists, issue a sequence or traffic to follow, or instruct the pilot to carry initial straight through for conflicts or other priorities.

4.2.8.8. VFR Straight-In: When requesting a straight in tower will advise the aircraft to report Quarry/Zuehl authorizing the aircraft to proceed to Quarry/Zuehl and descend to 1800ft MSL, unless otherwise instructed.

4.2.8.9. Breakouts:

4.2.8.9.1. The pattern status must be unrestricted. Aircraft will avoid Zuehl Airport by 1 NM or 1500ft.

4.2.8.9.2. Breakout from 2,600ft: PIC will initiate a climbing turn away from the pattern, maintain 3,100ft until clear of the pattern, maneuver to descend for entry through VFR entry point, and report Quarry/Zuehl.

4.2.8.9.3. Breakouts below 2,600ft: PIC will initiate a turn away from the pattern (opposite direction of pattern), maintain 1,800ft until clear of the pattern, maneuver to climb for entry through VFR entry point, and report Quarry/Zuehl.

4.2.8.10. Go-Around/Missed Approach Procedures:

4.2.8.10.1. Missed approaches/go-arounds from straight-in/ILS approaches will be made as directed by ATC. Go-arounds from the VFR traffic pattern base leg or final turn will offset RWY 14L/32R to the east unless otherwise directed by ATC.

4.2.8.10.2. Missed approach/go-around aircraft will not over fly aircraft on the RWY. Additionally unplanned missed approaches from RWY 14L/32R may be assigned a Rerun as a climb-out.

4.2.9. West Pattern Operations: All RWY 14R/32L (West) patterns are flown west of the airfield. For T-6 VFR traffic patterns RWY 14R/32L (West) altitudes, see Table 4.4.

4.2.9.1. Pattern Status:

4.2.9.1.1. Restricted Pattern Procedures: Standard pattern entry is from an instrument approach, visual approach, or after initial takeoff. Maximum aircraft allowed is six. A two-ship formation counts as two aircraft. No high breakouts or practice breakouts are permitted. Emergency Landing Patterns (ELPs) to low key are allowed provided VFR cloud clearances are observed by the pilot. Low breakouts are permitted only to avoid conflicts while flying a straight-in. If a conflict exists during pattern re-entry, pilot will execute a level, 360 degree turn away from outside downwind and re-enter the pattern. Pattern straight-ins are approved by HNG ATC provided adequate spacing can be maintained with instrument arrivals, and pattern traffic is minimal.

4.2.9.1.2. Unrestricted/No High Key Pattern Procedures: Aircraft may enter pattern via instrument approach, initial take-off or VFR entry. High Key is closed, but aircraft may break to low key.

4.2.9.1.3. Unrestricted Pattern Procedures: All portions of pattern open. High Key will be flown between 3300ft-3800ft MSL.

Table 4.4. West Pattern Status and Weather Requirements

Table 4.5. West VFR Pattern Altitudes:

4.2.9.2. Radio Calls:

4.2.9.2.1. Use full call signs on all radio calls. Tower will not normally respond to pilot position reports. Expect tower to direct calls to pilots using aircraft call sign. However, in certain circumstances, tower may use pattern position to address aircraft. Pilots unable to make calls at designated reporting points will report actual position as soon as possible.4.2.9.2.2. See Attachment 7 for a list of expected radio calls by pattern position.

4.2.9.3. Taxi Operations: Request taxi and departure clearance with ATIS code and ramp position if other than West Ramp. When departing VFR, state the initial heading and requested altitude or *CALL SIGN, VFR to SRXXX*. When clearance is received, pilots will acknowledge with: *CALL SIGN*, repeat the assigned RWY, and squawk.

4.2.9.4. Hammerhead Operations:

4.2.9.4.1. After completing before takeoff checklists and when ready for departure, pilots will state: *CALL SIGN, (*patterns/interval/90 second interval*) HOLDING SHORT*. In order to minimize radio calls, do not use: *IN SEQUENCE* or NUMBER ONE. The expected radio call from tower will be: *roger* or no response.

4.2.9.4.2. As traffic permits, tower will direct either: *CALL SIGN, TAXI UP TO AND HOLD SHORT*, *CALL SIGN, (RWY) (WIND) CLEARED FOR TAKEOFF (PATTERNS/INTERVAL as required)*, or *CALL SIGN (RWY) LINE-UP AND WAIT*. Pilots will acknowledge as required.

4.2.9.4.3. Pilots will not perform an over-speed governor check with an aircraft in front of their aircraft in the up to and hold short position.

4.2.9.5. Departure leg:

4.2.9.5.1. Aircraft on departure leg, not cleared low key or closed, will turn crosswind between .5 mile and 1 mile past departure end.

4.2.9.5.2. Aircraft offset, not cleared low key or closed, will turn crosswind past departure end and before 0.5 mile past departure end. Pilots will add: *off-set* to radio calls if in the offset position.

4.2.9.5.3. Aircraft that were unable to break (i.e. *break point straight through*) will turn crosswind at departure end of the RWY.

4.2.9.5.4. All aircraft turning crosswind will remain below 1300ft MSL until clear of inside downwind traffic.

4.2.9.5.5. Tower will use: *CALL SIGN, fly RWY heading* to help de-conflict departure leg. If directed: *fly RWY heading* continue on RWY heading until given clearance form tower, either: *CALL SIGN CROSSWIND/ CLOSED/ LOW KEY APPROVED*. If no clearance is received by 3 miles, aircraft will perform a low breakout and re-enter the pattern through VFR entry.

4.2.9.5.6. Tower will normally de-conflict departure leg from a top down, inside out approach.

4.2.9.5.7. Pilots should not request closed or low key with traffic between initial and the break, between 5 and 2 miles on a straight-in/instrument approach, or between report high key and low key on ELPs. If the traffic conflict is resolved on the turn to crosswind, pilots may make their request by adding turning crosswind to the request. If told *UNABLE*, pilots will turn crosswind at the appropriate point for their departure leg. If told *STANDBY* fly RWY heading and then if no response is received turn crosswind by the appropriate point. If told closed approved/report low key, pilots will report closed downwind for a closed pattern or high downwind if going to low key. For sequencing, pilots will maintain at least 140 KIAS on closed downwind until abeam the break zone.

4.2.9.5.8. Squawk code 1200 in the VFR pattern.

4.2.9.6. Outside Downwind Procedures:

4.2.9.6.1. Pilots on outside downwind or VFR entry will report: *CALL SIGN, REQUEST HIGH KEY* to indicate they will fly the pattern ground track to initial for high key. The expected response from tower will be: *ROGER* or no response.

4.2.9.6.2. Pilots on outside downwind or VFR entry will report: *CALL SIGN, REQUEST STRAIGHT-IN*. Tower will respond *CALL SIGN, REPORT 5 MILES* or *CALL SIGN, UNABLE*. Tower will not normally approve straight-ins with ILS/instrument traffic between 7-12 miles. If cleared straight-in, begin descent when crossing IH-35 for RWY 14R or IH-10 for RWY 32L. If the straight-in is not approved by 3 NM, pilots will accomplish a low breakout, as depicted in the pattern diagram.

4.2.9.6.3. Aircraft established in the pattern on outside downwind will breakout for formations and emergencies entering through VFR entry by climbing to 2300ft MSL straight ahead then proceeding to VFR entry.

4.2.9.7. Initial:

4.2.9.7.1. For overhead patterns, pilots will report, *CALL SIGN, initial*. Tower will respond with *CALL SIGN, ROGER* (if no conflict exists) then pilots can break in the break zone, *CALL SIGN, CARRY STRAIGHT THROUGH* (if a conflict exists) or *CALL SIGN, STAND-BY* (if a conflict exists, but may be eliminated by breakpoint). If instructed to: *continue* pilots will then continue to the break point and report *CALL SIGN, BREAK POINT STRAIGHT THROUGH* unless approved to break by ATC.

4.2.9.7.2. If requesting high key, pilots will report: *CALL SIGN, INITIAL FOR HIGH KEY*. Tower will either respond: *CALL SIGN, REPORT HIGH KEY* or *CALL SIGN, UNABLE HIGH KEY*. If told to report high key, pilots will squawk 0400, climb to 3,300-3,800ft MSL, and report reaching high key. At high key Tower will either direct pilots to report low key or orbit. If cleared low key, pilots will proceed to low key and report low key with gear position. If told to orbit, pilots will remain at 3,800ft MSL, perform an orbit to the west, and return to high key. If told unable high key, the above procedures for normal initial/standby will apply.

4.2.9.7.3. If requesting low key, pilots will report: *CALL SIGN, initial for low key*. Tower will either respond with: *CALL SIGN, REPORT LOW KEY* or *CALL SIGN, UNABLE LOW KEY, STANDYBY*. The above procedures in **paragraph 4.2.9.7.1**, for *STANDBY*, will apply.

4.2.9.7.4. Pilots will not initiate break with traffic between 5 and 2 miles on a straight-in/instrument approach, or with traffic between *report high key* and *low key* on ELPs.

4.2.9.8. Emergency Landing Pattern (ELP):

4.2.9.8.1. The following restrictions apply to ELPs:

4.2.9.8.1.1. ELP‘s shall only be authorized for 12 FTW T-6 aircraft.

4.2.9.8.1.2. ELP operations shall only be approved between sunrise and sunset.

4.2.9.8.1.3. RND/HNG Tower and/or SAT TRACON may, at any time, before or after start of the maneuver, terminate ELP operations due to traffic or other limitations.

4.2.9.8.2. Weather requirements for ELP operations are ceiling must be at least 500ft above the approved High Key or Low Key altitude and both, flight and surface visibility shall be 5 miles or greater.

4.2.9.8.3. 12 FTW aircraft conducting ELPs from High Key shall squawk 0400.

4.2.9.8.4. Pilots established in the pattern should not request direct to high key with more than 2 aircraft in the pattern.

4.2.9.8.4.1. When authorized by RND/HNG Tower, aircraft shall proceed to High Key, overhead the RWY, at an altitude not to exceed 3,800ft MSL (unless otherwise approved by SAT TRACON).

4.2.9.8.4.2. Pilots can request direct High Key from any pattern position. Maintain at or below 2800ft MSL until within 2NM or 14R/32L unless approved

by SAT during VFR return to RND. Target airspeed at High Key is 125 KIAS, not to exceed 150 KIAS. Direction of turns shall be as directed by RND/HNG Tower to contain the maneuver within the 2 NM maneuvering airspace.

4.2.9.8.4.3. Normally, only one aircraft will be allowed to orbit at high key.

4.2.9.8.4.4. With an aircraft orbiting at high key, pilots should not request closed or low key and should expect to go break point straight through if on initial. Tower will be directive if needed to de-conflict.

4.2.9.8.4.5. High Key will not be approved unless within 2NM of RWY 14R/32L.

4.2.9.8.4.6. After passing High Key and cleared by tower, turn and descend to Low Key (abeam the RWY) at 2,300ft MSL, remaining within the 2 NM maneuvering airspace.

4.2.9.8.5. If the maneuver will be made to RWY 14L/32R (week-ends, non-mission flying, or single RWY only) the maneuver/requirements are the same as above except the maneuver will be contained within 2NM east of RWY 14L/32R.

4.2.9.9. Aircraft Handling Characteristics (AHC): T-6 AHC profiles may only be conducted in the HNG Traffic Pattern.

4.2.9.9.1. No other aircraft are permitted in the West Pattern, no arrivals and no departures during AHC profiles.

4.2.9.9.2. Profiles may only be flown by 12FTW aircraft during daylight VMC.

4.2.9.9.3. Pilots will proceed direct Low Key, Base Key, or Final from any of the Zones depicted in **Figure 4.5**

4.2.9.9.4. Straight-In ELPs will fly the 90 to initial ground track.

4.2.9.9.5. Aircraft will remain within the HNG portion of the Class Delta Surface Area.

4.2.9.9.6. Pilots are required to report Low Key, Base Key, or Final as appropriate and will receive an ATC clearance.

4.2.9.9.7. Controllers should expect late landing gear extractions and longer touchdown points.

Figure 4.5. AHC Zones.

4.2.9.10. Final Procedures:

4.2.9.10.1. Pilots will report gear down for overhead patterns/straight-ins and add *low key, gear down* for ELPs. Tower will respond with *CALL SIGN, (RWY) (Wind) cleared touch and go*. Pilots will acknowledge tower with *CALL SIGN*. Touch and go landing is the default.

4.2.9.10.2. To indicate full stop, pilots will report the amount of fuel on board after the initial, high key, high downwind, closed downwind, or 5 mile point as appropriate (i.e. *CALL SIGN, 5 miles, 500*). Pilots will also add full stop to the gear down call (i.e.

CALL SIGN, 2 miles, gear down, full stop). Tower will respond with *CALL SIGN, (RWY) (Wind) cleared to land*. Pilots will acknowledge all landing clearances.

4.2.9.10.3. If required, tower may direct a go around (i.e. *CALL SIGN, go around*). Pilots will acknowledge with *CALL SIGN*, initiate a go around, and climb or descend to 1300ft MSL until initiating closed or turning crosswind and clear of inside downwind traffic. Pilots will normally off-set to the West, if necessary.

4.2.9.11. Landing roll: The east half of the RWY is considered the cold side and the west side is considered the hot side. Full stops should be accomplished on the cold side when possible. If an aircraft full stops on the hot side the pilot will clear the cold side and make an advisory call stating, *CALL SIGN centerline cross*. No response required from tower.

4.2.9.12. Breakouts:

4.2.9.12.1. Pilots will attain breakout altitude (Low-1300ft MSL/High-2300ft MSL) before crossing any pattern ground track. Do not execute a high breakout when pattern is restricted.

4.2.9.12.2. Aircraft will not breakout in the final turn, or inside 2 NM on a straight-in (go-around instead, offset as necessary).

4.2.9.12.3. Aircraft will breakout at the perch if a straight-in aircraft inside of 2 NM is not in sight or if insufficient spacing exists.

4.2.9.12.4. Ground tracks and climbs and descents for breakouts/reentry are depicted in Attachment 4 and Attachment 5.

4.2.9.12.5. Aircraft will maneuver to re-enter at the VFR entry point at pattern altitude and airspeed. When breaking out report *CALL SIGN, (Location), breaking out*. While maneuvering to VFR entry, use caution for towers, other breakout traffic (low and high) and pattern entries from Truckstop.

4.2.9.13. Go-Around/Missed Approach Procedures:

4.2.9.13.1. Missed approaches/go-arounds from straight-in/ILS approaches will be made as directed by ATC. Go-arounds from the VFR traffic pattern base leg or final turn will offset to the west unless otherwise directed by ATC.

4.2.9.13.2. Missed approach/go-around aircraft will not over fly aircraft on the RWY. Additionally unplanned missed approaches from RWY 14R/32L may be assigned a Rerun as a climb-out.

4.2.9.14. Pattern Entry:

4.2.9.14.1. Pilots initial contact with Hangover tower should include the aircraft position (*SPUR or approaching Truckstop, VFR entry, or high-key*) and will be acknowledged by the tower. Subsequent position reports will not normally be acknowledged.

4.2.9.14.2. Pilots returning to the pattern VFR may request to enter the pattern via direct high key, Truckstop/Karnes (as appropriate) or VFR entry. Tower will be directive for sequencing when requesting high key.

4.2.9.14.3. Pilots entering at Karnes and desiring radar initial will state: *CALL SIGN, Karnes* Tower will acknowledge and the pilot will proceed to radar initial at 1800ft MSL. At 5 miles, pilots will report: *CALL SIGN, radar initial*. At 2 miles pilots report: *CALL SIGN, initial* and normal pattern initial procedures apply.

4.2.9.14.4. Pilots entering at Karnes and desiring high key will make their request at radar initial: *CALL SIGN, radar initial, for high key*. Normal initial for high key procedures will then apply.

4.2.9.14.5. Pilots entering at Karnes and desiring a straight-in will state: *CALL SIGN, Karnes request straight in*. Tower will respond: *CALL SIGN, straight in approved* or *CALL SIGN, unable*. If told: *approved*, pilots will descend to 1300ft MSL by 5 miles and report: *CALL SIGN, 5 miles*. Plan to arrive at the 5 NM point at 150 KIAS to aid in sequencing. At 2 NM, report: *gear down*. If the straight-in is not approved by the 3 NM point, execute a low breakout. If told unable, pilots will proceed to radar initial and follow the above procedures for radar initial.

4.2.9.14.6. Aircraft arriving via Karnes and overtaking ILS/instrument traffic to 32L will off-set to the East (no further than 5th St West) if the traffic is in sight. If the preceding traffic is not in sight, tower will be directive in deconflicting traffic.

4.2.9.14.7. If the pattern is open when flying an instrument approach, make the five miles radar and two mile call to provide situational awareness to the pilots in the pattern.

4.2.9.15. Pattern Departure: Pilots will request departure by adding: *departing* to the last two radio calls in the pattern. Expect departure clearance after the gear down call. If making the request at any other point, tower will explicitly approve or deny the request. For RWY 32L, either the Falls or outside downwind departure will be used. Pilots will query the tower if there is any doubt on which departure is in use. Pilots will call departing and change frequency on departure leg when 1 mile past departure end for RWY 14R or when passing IH-10 for RWY 32L outside downwind departure procedures.

4.2.9.16. High Pattern: Weather permitting; the high pattern is used for emergencies or as required. Pilots requiring the high pattern will notify tower and follow normal pattern ground tracks. Tower may be able to obtain clearance for altitudes above the high pattern altitude if needed. ELPs will be discontinued when the high pattern is in use.

4.3. Special Procedures:

4.3.1. VFR Transitions: Except where specified below, VFR transitions or loitering within the confines of Randolph‘s Class D are not authorized during 12 FTW pattern operations.

4.3.2. Air Ambulance Transitions: Only aircraft on priority missions will be allowed to transition with aircraft in the pattern.

4.3.2.1. Transitions are normally conducted east to west/west to east at midfield at or below 1300ft MSL.

4.3.2.2. Pilots shall advise HNG/RND ATC if unable to cross at midfield or comply with the altitude restriction and state their intended route of flight and altitude.

4.3.2.3. ATC will normally restrict pattern operations at or above 1800ft MSL until priority missions are clear of traffic.

4.3.2.4. If ATC is unable to limit certain operations, traffic information shall be exchanged.

4.3.3. San Antonio Police Department (SAPD) Transitions: SAPD will be allowed to transition Randolph's Class D airspace VFR when in pursuit or in surveillance of suspects. ATC will normally restrict pattern operations to altitude 500ft above/below until priority missions are not a conflict and/or traffic information is issued.

4.3.4. Pipeline Patrol Transitions: Pipeline Patrol flights provide a crucial public safety service and rarely effect 12FTW operations. The following procedures apply:

4.3.4.1. All Pipeline patrol flights will be queried on their profile.

4.3.4.2. ATC shall advise Pipeline aircraft to maintain at or below 1300ft MSL.

4.3.4.3. Traffic advisories will be issued.

4.3.4.4. ATC will issue restrictions to pattern aircraft when the potential for a conflict between Pipeline and pattern aircraft exists.

4.3.5. Functional Check Flight (FCF): FCF aircraft will normally fly standard mission profiles and require no special handling. ***NOTE:*** Standard takeoff for FCF aircraft is a static departure. ATC will not solicit rolling/immediate takeoffs from FCF aircraft.

4.3.6. Protection of the Overhead Traffic Patterns: Wing aircraft departing RWY 14L/32R (East) will maintain at or below 2100ft until departure end to protect aircraft in the overhead pattern. Wing aircraft departing RWY 14R/32L (West) will maintain at or below 1300ft until departure end to protect aircraft in the overhead pattern. ATC will issue departure restrictions to all other aircraft as necessary.

4.3.7. Maximum Performance or Unrestricted Climbs: The PIC shall request max or unrestricted climbs on initial contact with GC and state altitude requested. Clearance for an unrestricted climb is not clearance for ground track deviations. Air Traffic Controllers will ensure protection of the overhead pattern.

4.3.8. Unusual Maneuvers: ATC shall not solicit or approve any requests for a pilot to conduct unusual maneuvers within the Class D airspace. Unusual maneuvers include unnecessarily low passes, unscheduled flybys, practice instrument approaches to altitudes below specified minima (unless a landing or touch-and-go is to be made). ATC shall report unusual maneuvers to the AOF/CC.

4.4. Reduced Same RWY Separation (RSRS) Procedures: These procedures may be applied to AETC aircraft and aircraft flown by the 415 FLTF.

4.4.1. Similar trainer-type RSRS may only be applied to T-6/T-38 aircraft using alternate RWY side procedures. See Table 4.6 for RSRS distances for similar type aircraft operations.

4.4.1.1. Use of alternate RWY side procedures is an aircrew responsibility. T-1 aircraft do not use alternating RWY side procedures. For T-1 following T-1, RSRS separation is 6000ft and airborne.

4.4.1.2. When alternate RWY side procedures are not or cannot be employed, the minimum RSRS is 6000ft in all cases.

4.4.1.3. If both formation aircraft are positioned on the cold (exit) side of the RWY, RSRS of 3000ft may be applied between a landing formation and a subsequent arriving full stop/low approach single aircraft.

Table 4.6. RSRS Distances for Similar Trainer-Type Aircraft Operations:

4.4.2. Dissimilar trainer-type aircraft are defined as a mix of different trainer airframes; for example, T-38/T-6, T-1/T-38. RSRS for dissimilar trainer-type aircraft is 6000ft and minimum in all cases.

4.4.3. RSRS is not authorized for a departure following a full stop. Preceding arrival aircraft must be off the RWY.

4.4.4. When the RWY is wet, the minimum RSRS is 6000ft in all cases.

4.4.5. RSRS is not authorized if either aircraft is an emergency.

4.4.6. RSRS for T-1 behind T-1 is always 6000ft.

4.5. Intersection Departures: Intersection departures are authorized with ATC approval.

Chapter 5

IFR PROCEDURES

5.1. Radar Traffic Patterns: SAT TRACON provides approach control services to JBSA-RND. All requests for radar traffic patterns must be coordinated with and approved by SAT TRACON. Aircraft in RND/HNG VFR patterns requesting radar traffic patterns will be coordinated and transferred to SAT TRACON for radar pick-up and vectors.

5.2. Local Departure Procedures:

5.2.1. Rolling takeoff solicitation will only be used as necessary by ATC to expedite the traffic flow. The PIC is the final authority to accept or reject the rolling takeoff request. ATC will use the following phraseology when clearing an aircraft for a rolling takeoff: *CALL SIGN wind, RWY other information as necessary) cleared for takeoff, rolling*.

5.2.2. Controlled Departure Time (CDT): ATC will attempt to accommodate CDT departures. Pilots should add CDT to the remarks section of the flight plan if applicable. Requests for CDTs shall be made prior to taxi. If prior notification through clearance delivery or GC is not received, CDTs may be denied or delayed.

5.2.3. Element Departures: When requesting takeoff clearance, aircraft conducting element departures will advise ATC of the time interval desired.

5.2.4. Interval Departures: Interval departures will be coordinated as specified in the RND/SAT TRACON LOA 20 seconds or 1 minute for T-38s and T-1s, or 90 seconds for T-6s.

5.2.5. Abbreviated Departure Clearances: Abbreviated departure clearances are authorized for 12 FTW assigned aircraft on a stereo departure. As a minimum, *CALL SIGN, assigned stereo route, and squawk* will be issued. ***EXAMPLE****: Boar 33 cleared to Randolph via the East T One, squawk 4243.*

5.2.6. Feed-on take-offs (rolling): T-1s only. When calling for clearance for a flight of two T-1s inform the controller that it will be a feed-on formation take-off. When cleared for take-off the first T-1 will proceed onto the RWY and initiate the departure procedure. When the 15-second separation time has elapsed, the second T-1 will enter the runway, perform a rolling take-off, and complete their departure procedure**.**

5.3. Radar Vectors to Initial Procedures: All requests for radar vectors must be coordinated with and approved by SAT TRACON. Aircraft requesting radar vectors to initial will be coordinated and transferred to SAT TRACON for radar pick-up.

5.4. Auto Termination of IFR Services. IFR services are terminated 5 NM from RWY for 12 FTW/415th FLTF conducting an instrument approach when the pattern status is Restricted/Overhead or better for RND or Restricted or better for HNG.

5.4.1. In the event of a missed approach/go around aircraft must remain VFR.

5.4.2. Aircraft that are departing on the IFR portion of their flight plan and those executing additional radar approaches are exempt from this procedure.

5.4.3. Pilots are responsible for notifying ATC if unable to terminate IFR prior to the auto-termination point. In this case services will continue to touchdown/missed approach, and ATC will coordinate with the SOF to revise the pattern status.

5.4.4. Aircraft on an instrument approach may request Initial when able to proceed VFR. If approved to report Initial IFR services are automatically terminated

5.4.5. ATC must advise SAT TRACON via verbal coordination whenever the status of Auto Termination changes.

5.5. VMC Drag/Radar in Trail. Pilots will inform SAT TRACON of intent to drag on initial contact. Drag procedure will occur at approximately 8 NM final. Trailing aircraft will remain within 1 mile in trail of lead aircraft.

Chapter 6

EMERGENCY PROCEDURES

6.1. Operation of the Primary Crash Alarm System (PCAS) and Secondary Crash Net (SCN): The following procedures shall be applied for operations at JBSA-RND and reported operations at Seguin Auxiliary field. RND ATC shall activate their PCAS upon notification of incidents at Seguin. Seguin RCSs will notify RND ATC via the direct line to the SOF. The SCN will be activated whenever the PCAS is activated with the exception of maintenance checks. Agencies Authorized on the PCAS: See Table 6.1. Agencies Authorized on the Secondary Crash Net: see Table 6.2.

6.1.1. PCAS activation is required when:

6.1.1.1. An emergency or physiological incident is suspected or declared by the PIC, ATC, SOF or other competent authority.

6.1.1.2. An aircraft engages a barrier (other than planned engagement).

6.1.1.3. An aircraft has made a forced landing or is about to do so.

6.1.1.4. An aircrew has made an emergency egress or is about to do so.

6.1.1.5. The need for ground rescue of an aircrew appears likely.

6.1.1.6. Hot brakes are suspected or declared.

6.1.1.7. Aircraft hijacking is suspected or is in progress.

6.1.1.8. Any unauthorized aircraft movement (landing, taxiing, etc.) is observed or reported.

6.1.1.9. An aircraft departs a RWY or TWY surface.

6.1.1.10. Control tower evacuation.

6.1.1.11. Control tower duress.

6.1.1.12. A base disaster or exercise (as applicable).

6.1.1.13. NORDO aircraft (unless a Wing aircraft, and it can be determined it has no additional problems and requires no assistance, and is accompanied by a chase aircraft).

6.1.1.14. Any other situation or circumstance observed by ATC that requires the immediate attention of Base/Wing authorities.

6.1.2. ATC will provide all available information when the PCAS is activated. If available, forward the following information as a minimum:

6.1.2.1. CALL SIGN, tail number, and type aircraft.

6.1.2.2. Nature of the emergency.

6.1.2.3. Pilot’s intentions.

6.1.2.4. Fuel status.

6.1.2.5. Number of personnel on board.

6.1.2.6. Landing RWY.

6.1.2.7. ETA.

6.1.2.8. Wind data.

6.1.2.9. Any other pertinent information (ordnance, hazardous cargo [line number], suspected hydrazine leak, EPU activation etc.).

6.1.3. Upon receipt of further information pertinent to the situation, ATC may reinitiate the PCAS or pass the information via the crash net or directly to the affected agency.

6.1.4. If applicable, location of the crash site in the most easily understood terms or grid coordinates.

6.1.5. If there is any doubt that a given situation constitutes a potential or actual emergency, the PCAS will be activated.

6.1.6. The PCAS daily check will be initiated by both towers separately at approximately 0800L. SCN daily check will be initiated by AM immediately following the PCAS daily check. SCN back-up procedures will be checked quarterly.

6.1.7. Following a PCAS activation, the SCN will be activated and all available information will be passed verbatim. If SCN circuit is inoperative, AM will use the alternate SCN conference circuit to notify each office.

Table 6.1. Agencies Authorized on PCAS.

Fire Department
AM Operations
359 MDG (Flight Surgeon)
HNG/RND Tower

Table 6.2. Agencies Authorized on SCN.

Office	**Function**
902 MSG/CEF	Fire
12 OSS/WX	Weather
902 MSG/CES	Emergency Management
359 AMDS/SGPF	Clinic
Command Post	Command Post
902 MSG/CEOFB	EMCS
902 SFS	Security Forces
12 FTW/CC	Wing Commander
12 OG/CC	Operations Group Commander
12 FTW/SEF	Flight Safety
12 FTW/MXOO	Maintenance Control (MOC)

6.2. Emergency Response Procedures: AM responds to all IFE/ground emergencies (GE). AM will immediately respond to any IFE and hold short of the respective approach end of the intended landing RWY. AM will respond to ATC instructions and stand-by until determination is

made that a Foreign Object Damage (FOD) check is or is not required. Certain in-flight emergencies do not pose a realistic FOD hazard and therefore should not require a RWY FOD check upon landing. Examples include emergency or minimum fuel, simple fuel system problems, electrical problems with instrumentation, pitot static problems, or any other minor situation that poses no significant risk of FOD. In these situations, the SOF may waive the requirement for a FOD check. Emergencies such as catastrophic engine, landing gear, hydraulic, structural, or brake system problems and bird strikes will require a RWY FOD check immediately after the suspect aircraft lands. Additionally, any time an emergency response vehicle enters the RWY, a RWY FOD check will be accomplished. In these situations the SOF may delay the requirement for a FOD check to recover Wing aircraft to full stops only to preclude the creation of additional emergencies such as emergency fuel. AM will be released ASAP when the decision is made that a FOD check is not required. AM vehicles will not be positioned between any crash or rescue vehicle and the landing RWY or GE. AM does not respond to off base emergencies.

6.2.1. If directed to accomplish a FOD check, AM will respond expeditiously to complete the check and remain well clear of any and all other response vehicles. As a minimum, AM will complete the FOD check from the approach end of the landing RWY to the first available TWY past where the aircraft exited the RWY or to the nearest TWY that will allow AM to exit the RWY expeditiously.

6.2.2. Designation and responsibilities of the Incident Commander: Senior Fire Officer (SFO) will normally be or assume designation/responsibility as the Incident Commander. Depending upon the nature and extent of the emergency, the SFO will maintain or relinquish the designation of Incident Commander and comply with the responsibilities identified in JBSA-RND PLAN 10-2, *Comprehensive Emergency Management Plan*.

6.3. Evacuation Alarms: Evacuation alarms are installed at each localizer and glideslope site at Randolph. In the event of an IFE, the control tower will activate the evacuation alarm as necessary and leave in the on position until the emergency aircraft has landed and no longer poses a threat.

6.3.1. Meteorological and Navigation Maintenance (METNAV) will coordinate evacuation alarm checks on a weekly basis (normally on Friday).

6.4. Emergency Jettison of External Stores: Aircraft requiring jettison of external stores will plan on using the area 8000ft x 400ft east of, adjacent to, and parallel to RWY 14L/32R.

6.4.1. Jettison operations will be supervised and monitored by the SOF. The SOF, along with the aircrew and tower, shall visually confirm the jettison area is clear of all personnel. Tower shall issue the wind direction and velocity.

6.4.2. Emergency aircraft shall commence dropping external stores upon crossing the airfield boundaries and stop upon reaching midfield. Multiple passes may be necessary to jettison all stores. All passes will be flown at 500ft AGL. NOTE: No live armament or ordinance will be dropped on JBSA-RND.

6.5. Fuel Dumping: Aircraft requesting fuel dumping will receive radar services, be instructed when to begin fuel dump, and be separated from other aircraft by SAT TRACON.

6.6. Emergency Arresting/Barrier Gear Procedures: ATC will raise the BAK-15 IAW FAAO 7110.65 when requested by aircrew, when directed by SOF, and when a NORDO T-38 aircraft is approaching to land.

6.7. Hot Brake Area and Procedures: Aircraft with hot brakes will be parked on TWY A1/A6 or TWY G1/G6. The PIC will notify ATC of suspected hot brakes upon landing or taxiing and, if able, proceed to the Hot Brake Area. ATC will activate the PCAS and route all ground traffic away from the aircraft.

6.8. Abandonment of Aircraft:

6.8.1. Controlled Bailout Area: The controlled bailout area is DHK104/23 DME (SAT 108/35 DME). Recommended altitude is 10,000ft MSL.

6.8.2. Location Notification: Crews should attempt to relay information on location as soon as possible.

6.8.3. Plotting Aircraft Coordinates: When ATC can approximately determine the location of the abandoned aircraft they will plot grid map coordinates from left to right then bottom to top. Using the overlay, determine the smaller grid in question and pass the information stating main grid followed by sub grid. ***NOTE:*** RND crash grid map is considered the master. 902 MSG/CEX Emergency Management is the OPR, 12 OSS/OSA is a required signer and will notify TERPS specialist of any changes/updates.

6.9. Personnel/Crash Locator Beacon Signal/ELT Response Procedures: HNG and Seguin RCS will notify RND ATC of any emergency signals received. RND ATC shall advise AM and SAT TRACON of received signals. AM shall notify Houston Air Route Traffic Control Center (ZHU), and appropriate base agencies to attempt to locate the source of the signal. ATC shall notify AM when the signals are no longer received.

6.10. Hung Ordnance Procedures: In the event that an aircraft with hung ordnance lands at JBSA-RND, it will be parked on TWY A6 or TWY G6 pointed away from populated areas or heading 145 parallel to the RWY. AM will immediately notify CP to request assistance from JBSA-Lackland Explosive Ordnance Disposal (EOD)/Munitions.

6.11. Wind Limitations on Control Towers: The wind limitation for both towers is 89 knots. ATC will evacuate facilities when the wind velocity reaches 50 knots.

6.12. Evacuation of ATC and AM Operations Facilities: ATC facilities will be evacuated for bomb threat, fire, high winds, natural disaster, or as deemed necessary by ATC. If either facility becomes disabled or is evacuated during Wing flying, the remaining facility will commandeer the evacuating facility‘s frequencies, assume control of all air traffic, and implement Single RWY Procedures (SRP). To the maximum extent possible, the evacuating facility will smoothly transfer aircraft under its control to the operational tower. In addition, the evacuating facility will initiate PCAS.

6.12.1. If either facility evacuates when it is the only operational facility, ATC will broadcast their intentions on all available communications prior to departure. ATC will proceed to the opposite facility and immediately notify all appropriate agencies.

6.12.2. If the evacuation is for high winds, ATC will notify SAT TRACON and AM that the facilities are being evacuated due to high winds. ATC will contact AM as soon as safely possible as to their whereabouts and condition and AM will issue appropriate NOTAMs. All

possible service will be provided to any air traffic prior to the evacuation. If both facilities are being evacuated, transfer control of traffic to SAT TRACON.

6.12.2.1. ATC will transmit (Name) Tower is being evacuated due to high winds on all tower frequencies.

6.12.3. When a decision to evacuate is made, all personnel in the tower will proceed to a location as directed by the CIC. In the event it is determined a safe departure from the facility is not possible, personnel will remain in the lowest, most enclosed portion of the facility. At no time shall any person delay evacuation based on traffic, inability to make notifications, or indecisiveness. All personnel must be evacuated in a safe and timely fashion without exception.

6.12.4. Upon returning to the facility, ATC shall initiate opening checklists and account for all personnel. ATC shall immediately report facility damage, unaccounted personnel, or other operational disability to appropriate agencies. AM will conduct checks to re-open the airfield, if required.

6.12.5. Evacuation of AM: AM will be evacuated for bomb threat, fire, or as deemed necessary by any on duty personnel. Activate the SCN and notify ATC. AM will evacuate to the 12 OSS Bldg 740. The following actions will be taken:

6.12.5.1. If time permits, make notification of relocation action.

6.12.5.2. After relocating, AM will contact all SCN agencies by phone or backup SCN and advise AM and WX (if appropriate) have relocated.

6.12.6. Resuming operations at primary facilities:

6.12.6.1. In the event evacuation of any facility was made due to fire, bomb, or security threat, ATC and AM will not return to any facility until authorized to do so by the on-scene commander.

6.12.6.2. If evacuation was due to high wind, operations will not resume until surface wind velocity is less than 40 knots for at least 15 continuous minutes (ATC only).

6.12.6.3. Facilities will be thoroughly inspected for damage. If there is reason to believe that the structure may be unsafe, normal operations will not normally be resumed until the structure has been evaluated by CE.

6.13. Single RWY Procedures (SRP).

6.13.1. Both towers equally share the responsibility for coordination and sequencing aircraft to the open RWY. The following procedures will apply for control transfer of aircraft established in or entering the pattern:

6.13.1.1. For aircraft established in each pattern (west and east) the tower initiating single-RWY procedures will retain control of aircraft and effect transfer of control of each aircraft to the open RWY tower. Normally this will occur on downwind, after coordination and sequencing with the open RWY tower and after eliminating potential conflicts with straight-in traffic.

6.13.1.2. If the pattern status is Closed, the tower initiating single-RWY procedures will coordinate climb out for aircraft on final and transfer control with SAT TRACON.

6.13.1.3. T-6/T-1A/T-38 Recovery Procedures. Aircraft recovering via the overhead pattern will enter their respective pattern as normal, call fuel on initial, and fly straight through unless directed to break. ATC coordination will follow if necessary. NOTE: If required to enter the pattern via an instrument approach (restricted/closed pattern), expect sequencing delays and a possible divert.

6.13.1.4. Both Patterns Closed. All aircraft will recover via an instrument approach to the open RWY.

6.13.1.5. ATC, in conjunction with the SOF, may restrict takeoffs until all aircraft that normally would have recovered to the closed RWY have landed. ATC/SOF may direct full-stop landings. Wing aircraft will follow procedures located in in-flight guides for Single-RWY Operations and carry the appropriate fuel.

6.13.1.6. ATC will contact AM to monitor aircraft crossing and road traffic at the south cross over to ensure traffic stops for the aircraft if AM manning permits.

6.14. Flameout Procedures: Emergency flameout patterns will be as directed by SAT TRACON based on pilot request. Simulated Flameout Operations are not authorized at Randolph.

6.15. Alternate Facilities Procedures: RND ATC tower is the alternate facility for HNG tower, and Hangover tower is the alternate facility for Randolph tower. Alternate facility procedures are established only for recovery of airborne wing aircraft as defined in the tower evacuation procedures defined in **Para 6.12**

6.16. Unlawful Seizure of Aircraft: The base response to hijack or theft attempts is outlined in the Integrated Defense Plan.

6.16.1. ATC responsibilities are limited to immediately activating the PCAS, issuing current position information, and assisting the Incident Commander by forwarding updated information and relaying any orders or instructions.

6.17. Mishap and Incident Reporting Procedures: All reportable incidents as identified in AFMAN 91-223, *Aviation Safety Investigations and Reports*, and AFI 91-202, *The US Air Force Mishap Prevention Program,* using AF IMT 457, *USAF Hazard Report*, or AF IMT 651, *Hazardous Air Traffic Report (HATR),* as appropriate.

6.17.1. Notification of a Mishap or Incident (HATR, CMAV, etc) will be made to AETC/A3OF IAW AFI 91-202 and AFI 13-204, V3, AETC Sup 1 within 24 hours. AF IMT 651 will be submitted to Wing Safety within 24 hours. AF IMT 457 will be reported to Wing Safety within 24 hours.

6.17.2. AOF personnel will not release the names of individuals allegedly involved in an aircraft incident or accident to agencies outside US Air Force Channels. The AOF/CC is the custodian of all recorded records in the towers and AMOPS. The ATM and AFM will only release recorded data to the AOF/CC.

6.17.3. The CIC will accomplish the following tasks:

6.17.3.1. If you suspect a controller may have contributed to the mishap, have the controller relieved from position immediately.

6.17.3.2. Coordinate with the opposite tower.

6.17.3.3. If RWY will be closed, complete checklist (SRP)

6.17.3.4. Notify the ATM or AOF/CC

6.17.3.5. Request an aircraft mishap local (SPECI) weather observation

6.17.3.6. Notify ATCALS maintenance to check equipment performance if USAF ATCALS were involved.

6.17.3.7. Request AM to initiate NOTAMs that pertain to the airfield or Class D as required

6.17.3.8. Record information on AF IMT 3616

6.17.3.9. Collect and safeguard the following facility records:

6.17.3.9.1. AF IMT 3616

6.17.3.9.2. AF IMT 3626, *Position Log*

6.17.3.9.3. Flight Progress Strips

6.17.3.9.4. Weather Data

6.17.3.9.5. Ensure DALR equipment secure

6.17.3.10. Assist controllers to the maximum extent possible

6.17.3.11. Brief all personnel not to release any information without the approval of the ATM or AOF/CC.

6.17.4. The LC and GC shall accomplish actions as directed by the CIC.

6.17.5. Flight Data (FD) will accomplish the following actions:

6.17.5.1. Activate the PCAS

6.17.5.2. Activate the bailout alarm if necessary

6.17.5.3. Notify the following if RWY operations are suspended:

6.17.5.3.1. SAT TRACON

6.17.5.3.2. AM

6.17.5.3.3. Opposite tower

Chapter 7

AIRFIELD VEHICLE/PEDESTRIAN OPERATIONS

7.1. Responsibilities/Authorizations: The JBSA-RND airfield is a Controlled Area. Access by personnel and vehicles is restricted to provide security for facilities and operations. Access for vehicles is according to 12FTWI 13-213, *Airfield Driving*. Access to the airfield Controlled Area is according to 12FTWI 13-213. Personnel not involved in normal duty activity on the airfield must coordinate with AM before proceeding onto the airfield. Visitors may be granted access to the airfield when escorted by a sponsor. Sponsors must coordinate all requests with AM to enter the airfield. Visitors are not authorized visitation into a temporary Restricted Area. AM is designated with the primary responsibility for the Airfield Driving Program (ADP) and establishes an airfield driver familiarization program for JBSA-RND and Seguin Auxiliary Field according to AFI 13-213, *Airfield Driving*.

7.2. Airfield Driving Requirements: Only individuals required to maintain, protect or otherwise operate on the airfield, its facilities and aircraft may operate vehicles on the airfield. All additional requirements are outlined in 12FTWI 13-213.

7.3. Agencies Authorized Privately Owned Vehicle (POV) Passes: Commanders with a valid need to be on the airfield are authorized passes for their POVs according to 12FTWI 13-213. Other organizations and offices that have a valid need to be on the airfield and are authorized passes for their POVs include the 12 OG/CD, 12 OSS/CC, AOF/CC, AM, Maintenance Supervisors, and select CE individuals as determined by the AFM. POV permits are issued annually according to 12FTWI 13-213 justification requirements

7.4. Airfield Driving Violations and Penalties: Outlined in 12FTWI 13-213.

7.5. Vehicle Traffic Procedures: Outlined in 12FTWI 13-213.

7.6. Vehicle Call Signs: Outlined in 12FTWI 13-213.

7.7. Procedures for Gaining Access to the CMA: Authorized vehicles and pedestrians will not enter the RWYs or overruns or cross VFR or instrument hold lines, or areas within 100′ of the RWYs or overruns, without two-way radio contact with and approval from the appropriate agency. Contact Randolph Tower or Hangover Tower, as appropriate, for access to the CMA during airfield operating hours and will report when out of the CMA. Contact AM for access to the CMA from one hour prior to airfield opening to actual airfield opening time. All other times, contact 902 SFS Duty Desk, 652-5700. If it is unclear that the airfield is open or closed, attempt to contact AM.

7.7.1. AMOPS Net: Personnel requesting access to the CMA during other than published hours will first contact AM via the AMOPS Net.

7.7.2. Tower Net: Personnel requesting access to the CMA during published hours will contact ATC on the Tower net.

7.7.3. Crash Net: ATC does not normally monitor the Crash Net. CE Crash/Rescue will contact ATC via landline to establish communications on the Crash Net. Upon notification from CE Crash/Rescue, ATC will monitor the Crash Net until the operation is complete in their respective area(s).

7.7.4. All coordination with ATC shall be specific to the ATC agency contacted, (i.e. Randolph Ground shall be used when contacting RND ATC on the east and south sides of the airfield, and Hangover Ground shall be used when contacting HNG ATC on the west side of the airfield.)

7.7.5. Only vehicles in direct two-way communication (or escorted by a vehicle with appropriate two-way communications) will be allowed access onto or within 100ft of any RWY or overrun.

7.7.6. If communication is subsequently lost to a vehicle within the CMA, ATC will flash the RWY edge lights and show a flashing red light gun signal. In this event, all vehicles, equipment and personnel will immediately remove themselves from the CMA, the RWY and the overruns.

7.7.7. Personnel must notify AM prior to conducting any activity within the RWY clear zones. AM will issue a NOTAM if appropriate, whenever personnel or vehicles are positioned within the RWY clear zones.

7.8. Emergency Vehicle Operations:

7.8.1. Fire and Rescue: Crash/Rescue will respond as directed by the Senior Fire Officer (SFO) to all emergencies and physiological incidents.

7.8.1.1. If required to respond to an alarm at the High School, responding emergency vehicles will request to cross G-4 to the emergency access road as soon as possible on initial contact. If applicable, Hangover Tower will restrict non-emergency traffic 500ft above the RWY. Tower will advise the emergency vehicles to cross G-4 and advise the vehicles of restricted low approaches. Under no circumstance shall crossing be accomplished without specific approval from the tower. All FD vehicles will report off the RWY.

7.8.2. Ambulance: Clinic will dispatch an ambulance manned by a flight surgeon and qualified corps personnel during 12 FTW mission flying. After mission flying, CE Crash/Rescue will coordinate for contracted support as necessary.

7.8.3. Security Forces: SFS will dedicate appropriate personnel and standby for instructions from the incident commander. SFS will standby well away from all other emergency responders until the Incident Commander or SFO specifically requests assistance.

7.8.4. Airfield Management: AM vehicle will respond to all incidents/accidents on the airfield and will remain away from primary responders until the emergency is terminated. AM will not position themselves between emergency vehicles and aircraft and will perform FOD check after all vehicles/aircraft have departed the area. AM will close/suspend ops on the affected portion of the RWY until emergency is terminated. AM will notify tower of resumed ops upon completion of FOD check and ensuring all vehicles/equipment is clear of the area.

7.8.5. 12 FTW Safety (12 FTW/SE): a Flight Safety vehicle will respond to all incidents/accidents on the airfield. 12 FTW/SE will dedicate appropriate personnel and will coordinate with the Incident Commander and advise him or her regarding mishap/event situations. Safety will typically standby near the SFO prior to the arrival of emergency aircraft if time permits. Upon arrival of the emergency aircraft, or if arriving after the mishap

has occurred, the Safety responder will remain well clear of all other emergency responders until the Incident Commander or SFO specifically requests assistance. The Safety responder‘s primary duties are to observe the general situation from a risk assessment oversight perspective and provide risk mitigation/mishap evidence preservation advice to the Incident Commander.

7.8.6. 12 FTW Aircraft Maintenance: Aircraft Maintenance Crash Response Vehicles will respond to aircraft incidents/accidents on the airfield and to IFE that will shut down in lieu of taxiing back to parking. All Crash Response Vehicles will maintain the capability to communicate on the tower net and independently request access to the CMA.

7.9. Airfield Construction/Work Crew/Maintenance Restrictions/Cranes: Coordination must be made with AM and the TERPS office prior to beginning any construction/repairs on the airfield or in areas that could affect flying operations. Appropriate NOTAM, temporary waivers, and/or closures may be required. AM shall advise ATC of any personnel or equipment operating within the movement area. It is AM‘s responsibility to ensure personnel are properly educated and equipped with radios capable of contacting ATC. The AFM can delegate this responsibility to the base POC (i.e. CE, CS).

7.9.1. AFM will conduct and document an inspection with representatives from CE and SE, before and after completion of any airfield construction, changes or additions to the flying mission or changes affecting existing aircraft parking/taxi procedures. Emphasis will be on "mission impact" of affected area(s) and necessary changes to the safety plan and the construction/temporary/permanent waiver. AM will maintain inspection and other construction documentation as long as the project is active, once the post inspection has been completed the documentation is no longer required.

Chapter 8

FLIGHT PLANNING PROCEDURES

8.1. Flight Plan (FP) Coordination: AM shall receive FPs, input them into the FAA system, and notify ATC of all IFR and VFR FPs (exclusive of local stereo FPs). Wing FTS and tenant units will comply with this instruction, AFI 11-202V3, *General Flight Rules*, AFI 13-204, V3, DoD FLIP, and General Planning. Prior to taxiing AM will notify ATC if stopover aircraft have a flight plan on file and will send stopover departure messages to the aircrafts destination.

8.2. Flight Plan Filing Requirements: All military aircraft departing Air Force installations must have a valid FP on file. Civilian aircraft must file with AMOPS (EXCEPTION: If a civilian aircraft is part of an aerial event such as an airshow or civilian fly-in, then they may file with a Flight Service Station to expedite their departure). Sensitive missions, such as Special Airlift Mission (SAM), that require flight planning cells to handle mission information; will be handled IAW AFI 13-204 V3 and AFI 11-255V3, *Flight Manager Responsibilities and Procedures*. All aircraft must use forms as required by AFI 13-204V3, DoD FLIP, General Planning and AFI 11-202V3. Military stopover FPs are also authorized. For out-and-backs filed with stereo FPs, squadron dispatchers will provide call sign, profile, and proposed departure time.

8.3. Flight Plan Filing Procedures:

8.3.1. AM will accept facsimile or electronic delivery of a FP when AM can determine that the FP was authorized. Airfield Management manages FPs in accordance with DoD FLIP, General Planning. AM will accept and file FPs after reviewing for errors. All FPs will be corrected prior to filing.

8.3.2. Wing and tenant flying units/pilots may file DD Form 175, *Military Flight Plan*, via facsimile or electronic filing from their units. Faxed FP will only be sent to extension 3885 and must have the required cover sheet. Emailed FP will only be sent to “12OSS/Flightplans” address. ***NOTE:*** Units will program facsimile machines to transmit the unit designation, telephone number, and transmission time.

8.3.2.1. Wing FTS may file stereo flight plans via fax or electronically, for example using TIMS. TIMS will be the used as the primary electronic filing system. When using TIMS as the electronic delivery method, the unit SARM will:

8.3.2.1.1. Ensure all flight plans are input into TIMS by close of business the day prior.

8.3.2.1.2. Call in all changes to Airfield Ops once all applicable updates have been made in TIMS.

8.3.2.1.3. Make changes to include the following:

8.3.2.1.3.1. Unit and line number

8.3.2.1.3.2. Original call sign/time/profile

8.3.2.1.3.3. New information entered into TIMS and uncheck the "FP Done" column.

8.3.2.1.4. Ensure flight plan includes entry and exit times for all flights entering/exiting MTR's.

8.3.2.1.5. Identify the flight plan for 2/4 ships (formation flights) on each line. Return times will be entered for each flight for the 560th FTS. The return times for the 435th will always be 40 minutes from takeoff.

8.3.2.1.6. Maintain, on file, all flight plans IAW Table & Rule: T 13-07 R 03.00 (AFWEBRIMS).

8.3.2.1.7. Call with all cancellations.

8.3.2.2. Airfield Ops personnel will:

8.3.2.2.1. Use TIMS to input daily stereo flight plans into the AISR system.

8.3.2.2.2. Place a checkmark in "flight plan done" column.

8.3.2.2.3. Contact the squadron's SARM if there are any questions on flight plans.

8.3.2.3. Back-up Procedures if TIMS, or other electronic delivery, is not available:

8.3.2.3.1. SARMS will fax and confirm receipt of Randolph Form 56 Stereo Log to Airfield Ops.

8.3.2.3.2. Airfield Ops will enter stereo flight plans into the FAA system.

8.3.3. Faxed or electronic FPs must fulfill the same requirements as FPs filed in person. Units filing a faxed or electronic FP will treat the FP as an original FP and properly file IAW RDS 13-07 Rule 3.00.

8.3.4. FP should normally be filed at least 30 minutes prior to the proposed departure time. IFR FPs filed less than 30 minutes prior may result in the clearance being delayed.

8.3.5. Routing may include coded/stereo tags identified in the ZHU/SAT/RND LOA that exist as part of stereo FPs approved for JBSA-RND.

8.3.6. FPs can be amended via any means as long as AM personnel verify an original flight plan clearance was filed and accepted.

8.3.7. Aircraft tail numbers shall be entered. For formation flights, enter the tail number associated with each crewmember. PIC shall notify AM of aircraft tail number changes.

8.3.8. The PIC shall ensure that an aircrew member confirms with AM the FP was filed, before stepping to the aircraft. Failure to do so could result in a delay in taxi authorization.

8.3.9. In the event of an aircraft related mishap, the original FP, crew list and passenger manifests, as applicable, shall be handled according to JBSA-RND Plan 91-204, *Mishap Response for Safety Investigations.*

8.3.10. In the event a fax machine or electronic filing method is not available in the unit or AM fax x-3885 and/or “12OSS/Flightplans” address is inoperative, FPs must be filed in person using normal filing procedures.

8.4. Flight Plan Monitoring: All aircraft departing JBSA-RND must have a FP on file (IFR/ VFR) at AM. Civilian aircraft are only exempt during aerial or fly-in events (see **Para 8.2**). To ensure departing aircraft have a FP on file, AM will notify ATC of outbound FPs for other than

12 FTW aircraft. 12 FTW and tenant unit aircraft FPs shall be validated through the respective SOF to ensure the flight plan is in TIMS. When no SOF is present, ATC will validate FPs for all departing aircraft through AM prior to departure. If ATC has not received notification from AM of a FP, AM will be queried to validate authorization for aircraft movement. Movement will not be authorized until status of the FP is determined.

Chapter 9

MISCELLANEOUS PROCEDURES

9.1. Airfield Operations Board (AOB) Membership: The JBSA-RND AOB provides a forum for discussing, updating and tracking various activities in support of the Randolph AFB flying mission. See **Table 9.1** for the AOB member composition.

Table 9.1. AOB Member Composition.

12 FTW/CV	12 OG/OGV	12 OSS/CC	FAA SAT TRACON
12 OG/CC	559 FTS	502 CE	560 FTS
902 MSG/CC	12 OSS/OSOA	502 CS	902 SFS
12 FTW SEF	12 OSS/OSA Staff	435 FTS	99 FTS
415 FLTF	502 Command Post	12 OSS/OSA	12 OSS/OSW

9.1.1. AOB Schedule and Agenda: The AOB will normally meet in the month immediately following the quarter. The AOB chairperson may adjust this schedule or call additional meetings. The following agenda items in **Tables 9.2-9.5** will be reviewed annually/included in the AOB the following manner. However, if an item is reviewed out of cycle due to changes or updates, that review, will be reported as the annual review.

Table 9.2. First Quarter:

January	February	March
Aircraft Priorities	MISHAP Response	HUREVAC
502d Plan 10-2 Comprehensive Emergency Management	Stereo Flight Plans LOA Annex	Annual review of airfield waivers
Annual Airspace Review	OSAT 31-101 Facility Security	Airshow Plan

Table 9.3. Second Quarter:

April	May	June
Alternate Facility Procedures	12 OSS/902 CS Ops Letter	Semi-annual review of Mid-Air Collision Avoidance Procedures
RND/SAT LOA	RND/SAT/ZHU LOA	12 FTWI 13-204
IGESP Database Review	OSAT OI	12 OSS/OSAA & 502 CP SCN LOA

Table 9.4. Third Quarter:

July	August	September
Annual review of Terminal Instrument Procedures (TERPS)	12FTWI 13-213, *Airfield Driving Program*	Annual review of Air Installation Compatible Use Zone (AICUZ) (Optional)
Annual review of airfield hours and aircraft parking plan	Plan 91-212, *BASH*	502d ABW Plan 506, *Search and Rescue Plan*

Table 9.5. Fourth Quarter:

October	November	December
OSAA TOI 36-1	502d ABW 10-245, *Anti-Terrorism Plan*	OSAT OI ATC 13-204
Semi-Annual Review of MACA program	OSAA OI AM 13-204	Randolph IDP 31-101, Integrated Defense Plan (FOUO)

9.2. NOTAM Procedures: Airfield Management is the primary NOTAM transmission agency and will accomplish NOTAM action IAW AFI 11-208, *Department of Defense Notice to Airmen (NOTAM) System*, and document actions on AF IMT 3616, *Daily Record of Facility Operation*. AM will notify ATC of all NOTAMs that affect aerodrome operations and the ATC area of jurisdiction by telephone. RND ATC is designated the primary NOTAM monitoring facility. ATC will verify NOTAMs prior to airfield opening by accessing the NOTAM web site (**https://www.notams.jcs.mil/**).

9.3. Flight Information Publication (FLIP) Accounts, Procedures for Requesting Changes: AM is the wing account manager who approves, issues, and distributes products and requests NGA FLIP related products and associated items to wing agencies. Agencies order requirements through AM according to AFI 11-201, *Flight Information Publication*, AFI 14-205, *Geospatial Information and Services (GI&S)*, and National Geospatial-Intelligence Agency (NGA) Catalog of Maps, Charts, and Related Products.

9.3.1. Requests for changes to FLIPs will be forwarded to the AM, instrument procedural changes should be forwarded to TERPS and changes to Special Use Airspace and published training routes should be routed to 12 OSS/OSOA.

9.3.2. FTS may establish independent accounts with NGA through the AM. Once established with NGA, FTS will create an Automatic Distribution (AD) of requirements IAW Basis of Distribution Table located in NGA catalog. Product requirements not on the AD, or one-time orders, will be submitted in coordination with the AM.

9.3.3. Agencies receiving AD products will revalidate requirements when requested by the AM. Quantities are established using NGA ordering criteria, published requirements and mission objectives. Units will request changes between review cycles in writing to the AM.

9.3.4. FTS establish requirements needed to maintain and issue FLIP IAW Basis of Distribution Table located in NGA catalog. AM does not maintain or supply FLIP for issue to local aircrews.

9.3.5. Academic training units, as well as FTS, can obtain outdated FLIP products for training purposes by submitting a written request to the AFM. All parties obtaining outdated publications will ensure those products are marked as *Out-of Date* and *For Training Use Only*. ATC shall not use any out of date products.

9.4. Waivers to Airfield/Airspace Criteria:

9.4.1. Requests for waivers to airfield, terminal airspace, and TERPS criteria should be submitted to 902 MSG/CEAOP. All requests for Airfield and Airspace waivers will be coordinated with 12 OSS/OSA, 12 OSS/OSAT, and 12 OSS/OSAA prior to submission. 902 MSG/CEAOP will provide a copy of all approved waivers to 12 OSS/OSAA. 12 OSS/OSAA will maintain a file copy of all approved waivers.

9.4.2. The 12 OSS/OSOA (Airspace Manager) is responsible for all waiver requests and FLIP changes for Special Use Airspace/Airspace for Special Use and Aerial Events (e.g. Air Shows, Fly Bys, MOAs, etc.).

9.4.3. Number and Status of Permanent/Temporary Waivers will be reported in the Airfield Operations Board Minutes quarterly.

9.5. Prior Permission Required (PPR) Procedures: JBSA-RND requires the PIC landing at the airfield to request prior permission before filing. PPR numbers will only be issued by AM. ***EXCEPTIONS:*** Aircraft carrying a Distinguish Visitor Code 6 or higher or aircraft experiencing an emergency. Aero medical Evacuation (AIREVAC) or Special Air Missions (SAM) are also exempt from OBO/PPR restrictions, but are required to obtain a PPR number for tracking and notification.

9.5.1. Unless an emergency exists, ATC will not issue a landing clearance to civilian aircraft unless a PPR number is issued by AM or approval is received from the 12 FTW/CC. AM will pass inbound and outbound information to ATC for all transient aircraft.

9.5.2. With the exception of use as an IFR alternate or as a destination for Special Air Missions (SAM) or Special Air Resource aircraft carrying Code 5 or higher persons, all PIC must obtain a PPR number.

9.6. Arriving Air Evacuation (Air Evac) Notification and Response Procedures: ATC shall notify AM of any unscheduled inbound Air Evac aircraft ASAP after learning of the operation. ATC shall provide AM a 15-mile call for all Air Evac arrivals. Upon PIC request – as passed by ATC or directly via Pilot-to-Dispatch (PTD) – AM shall coordinate rescue protection standby with Fire and Emergency Services. AM shall notify Fire and Emergency Services of any proposed Air Evac departures requesting Fire and Emergency Services standby.

9.7. Unscheduled Aircraft Arrivals:

9.7.1. Military aircraft arriving at JBSA-RND without prior notification to AM are considered No Flight Plan (FPNO). ATC shall assist AM in determining the aircraft‘s point of origin and intentions, consistent with higher priority duties.

9.7.2. Landing at Randolph (or Seguin Auxiliary) without prior notification to AM is unauthorized. Unless an emergency exists, ATC will not issue a landing clearance to the aircraft. ATC will initiate the PCAS upon landing of a non-authorized aircraft, or upon any suspicious civil aircraft operation. NOTE: Seguin will notify RND SOF immediately. RND SOF will inform ATC.

9.8. Distinguished Visitor Notification Procedures: AM will notify ATC, CP, TA, and the appropriate protocol office of inbound and outbound aircraft carrying DVs. AM will in turn notify CP and TA.

9.8.1. Aircraft will normally park directly in front of AM on the DV line. Airfield Management (AM) personnel will establish contact, via a telephone call or a face-to-face meeting, with Transient Alert (TA) personnel at an agreed upon time each flying day, including weekends, to discuss the daily DV/transient aircraft schedule and proposed aircraft parking locations. Additionally, the weekend flying schedule will be reviewed during the Friday meetings.

9.8.2. The designated weekend supervisor from each 12 FTW flying squadron will contact AM concerning DVs flying wing-assigned aircraft with special requirements (as applicable).

9.8.3. When initially notified of an inbound DV aircraft, (through a departure message/etc.), AM will contact TA and confirm the DV aircraft‘s parking location.

9.8.4. AM will also inform ATC of the inbound DV aircraft‘s parking location.

9.8.5. Workload permitting, ATC will provide AM with a single 15 NM inbound call. AM will again contact TA, if possible, and confirm the DV parking location when ATC transmits the 15 mile inbound call.

9.9. Dangerous/Hazardous Cargo: Aircraft with dangerous/hazardous cargo are not authorized at Randolph unless it is an emergency situation. In emergencies see **Attachment 2** for locations.

9.10. Wear of Hats: The wearing of hats is not authorized on the airfield with the following exceptions:

9.10.1. Situations requiring Protocol and/or Honor Guard presence for O-6 and above movements.

9.10.2. Maintenance Personnel: The wearing of hats is not authorized within 10ft of aircraft. If worn, must be tethered.

9.10.3. Aircrews are authorized to wear issue winter hats during cold weather. T-38 and T-6 aircrews will ensure all hats are removed and properly stowed prior to engine start.

9.10.4. Construction Personnel: the wearing of hardhats in construction areas is authorized. Additionally, other types of hats (baseball caps, straw hats, etc) may be worn in construction areas by personnel (AM, Contracting, CE) overseeing construction activities.

9.11. Local Aircraft Priorities: Local priorities are not intended to be applied so stringently as to impose undue delay or inefficiency of operation on any one aircraft.

Table 9.6. JBSA-RND ATC Local Aircraft Priorities:

9.11.1. **Blue Streak Procedures:** Blue Streak procedures will be used for all Code 5 DVs and above.

9.11.1.1. AM will notify ATC of the Blue Streak call sign and proposed departure time ASAP.

9.11.1.2. When Blue Streak calls for taxi, ATC will immediately request a departure release from SAT TRACON. ATC will assume that the aircraft is ready for departure when it reaches the departure RWY. ATC shall notify the SOF of Blue Streak aircraft estimated arrival or proposed departure. Weather permitting, aircraft should normally be broken out or sent around to prevent Blue Streak delays.

9.11.1.3. For Blue Streak arrivals, takeoff clearances should not normally be issued after Blue Streak aircraft reach 10 flying miles to land. Taxiing aircraft will be directed to give way to Blue Streak aircraft.

9.12. Lost Communications Instructions:

9.12.1. Single ship NORDO aircraft will comply with DoD *Flight Information Handbook* procedures. Additional aircrew procedures are published in the appropriate MDS In-flight guides. T-6 aircraft during mission flying will land RWY 14R/32L. T-38/T-1 aircraft during mission flying will land RWY 14L/32R. During non-mission flying hours, aircraft will land RWY 14L/32R, unless alternate facility procedures are in effect in which case aircraft will land RWY 14R/32L.

9.12.2. ATC will issue landing clearance and airfield information on tower and guard frequencies. ATC will also accompany landing clearance with the appropriate light gun signal.

9.13. Standard Climb-out Instructions: Departures not utilizing mission stereo routings will be issued the following climb-out instructions:

9.13.1. RWY 14L: *Fly RWY heading, maintain 3000.*

9.13.2. RWY 14R: *Fly heading 160, maintain 3000*.

9.13.3. RWY 32L: *Fly RWY heading, climb and maintain 3000 until crossing SAT 005R (RND/DHK 15 DME), then climb and maintain 4000*.

9.13.4. RWY 32R: Fly heading 340, maintain 3000.

9.13.5. RWY 32R: Fly heading 340 until 2.6 DME then turn right heading 125, maintain 3000.

9.13.6. After completion of initial climb out and transfer to SAT TRACON, departures can expect to receive radar vectors to join their FP routing.

9.14. Opposite Direction Takeoffs and Landings:

9.14.1. IFR/IFR Arrival/Departure and IFR Arrival/IFR Arrival. Opposite direction IFR operations are only authorized at Randolph AFB for Flight Inspection and emergency aircraft.

9.14.2. VFR Same Runway Operations. Provided one or both aircraft are VFR ATC will ensure no aircraft turns base or proceeds closer than 4NM final before the preceding arrival has landed or departed and turned to avert conflict.

9.14.3. VFR Parallel Runway Operations. Provided one or both aircraft are VFR simultaneous opposite direction operations are authorized. ATC shall ensure aircraft are separated by 6000ft or more.

9.15. Airfield Smoking Policy: Smoking is not authorized on JBSA-RND's airfield.

9.16. Civilian Aircraft Operations: Authorization for civil aircraft to land will be verified with AM. Civil aircraft are authorized to make practice approaches terminating in a low approach only consistent with the mission requirements of the Wing. Civilian aircraft declaring in-flight emergencies will be afforded all possible assistance, including landing and crash/rescue support.

9.17. Civil Use of Military ATCALs: The DME portion of the JBSA-RND VORTAC (CH70) is a part of the National Airspace System and is available for civil use. The JBSA-RND tower will inform SATRACON if it is out of service.

9.18. Weather Dissemination and Coordination Procedures: 12 OSS/OSA will maintain a Cooperative Weather Watch (CWW) program with 12 OSS/OSW (Weather). 12 OSS/OSW NCOIC provides and documents limited observer training for ATC personnel. All controllers during indoctrination training are required to complete limited observer training and have it documented on the AF IMT 3622, *Air Traffic Control/Weather Certification and Rating Record*, in their training records. CWW is especially important for the HNG, as it is beyond the observing scope of the official observing point. As ATC personnel provide input to the weather station, 12 OSS/OSW will evaluate the information and may either encode and disseminate a new observation based on the report, or may include the information in a scheduled observation. Conditions observed may be different from what is observed at the weather station and the observation may contain the differing data.

9.18.1. ATC personnel will notify the weather station via hotline when any of the following are seen or occur on JBSA-RND**:**

9.18.1.1. Visibility changes of one or more reportable values, when the prevailing visibility at the tower or the surface is less than 4 statute miles (SM).

9.18.1.2. Precipitation begins or ends.

9.18.1.3. Thunderstorms or lightning.

9.18.1.4. Tornado or funnel cloud.

9.18.1.5. Any other significant meteorological condition.

9.18.2. ATC will pass any PIREPs received to 12 OSS/OSW.

9.18.3. Hazardous/Severe Weather Notification Procedures and Lightning Response: AM/ATC will follow notification procedures in this section and comply with procedures outlined in 502d ABW PLAN 10-2, *Comprehensive Emergency Management.*

9.19. Bird/Wildlife Control: Local BASH program guidelines will be adhered to as outlined in JBSA-RND BASH Plan 91-212, *Bird-Aircraft Strike Hazard Plan*.

9.20. Bird Aircraft Strike Hazard (BASH)/Bird Watch Conditions (BWC): Locally established bird watch conditions are outlined in the JBSA-RND BASH Plan 91-212.

9.20.1. During wing flying the SOF will declare the BWC for their respective locations. The CIC will recommend BWC to the acting SOF, if there is not a SOF in their respective tower. CICs will work together with the AFM to determine the BWC all other times.

9.20.2. Controllers will disseminate bird watch or alert conditions on initial contact to arriving and departing aircraft and as necessary to aircraft operating in the local patterns. A statement containing the BWC will be included on all ATIS broadcasts. ATIS broadcasts and initial notification of BWC should be accompanied by a brief description of location and type of activity (i.e., soaring birds, perch point at pattern altitude).

9.20.3. Bat Procedures: T-38 and T-1 bat procedures will automatically be implemented from a period one hour prior to sunset to 30 minutes after sunrise from 1 April to 31 October. The SOF may also implement them anytime bats are reported or observed and deemed a factor to safe flight operations.

9.20.3.1. When Bat Procedures are in effect, Wing T-38 sorties will be flown to an overhead (if open) full stop. Wing T-1 sorties will normally recover via one instrument approach or straight-in to a full stop. Wing T-38 and T-1 takeoffs during bat procedures require 12 OG/CC approval. If the SOF determines that special entry procedures are required to avoid high threat areas, ATC will advise the aircraft ASAP. ATC will advise transient T-38 and T-1 aircraft when bat procedures are in effect. Transient T-38 and T-1 aircraft arrivals will terminate to full stop landings. ATC will include bat procedures advisories on the ATIS.

9.20.3.2. In addition to restrictions contained in FLIP AP-1, the following restrictions apply to all 12 FTW aircraft from 1 June to 15 July: All aircraft will be limited to one approach to a full stop during the period starting one hour prior to one hour after official sunset. During this period, no takeoffs are allowed without OG/CC approval.

9.21. Supervisor of Flying (SOF) Operating from the Tower: SOFs will normally be in the control tower prior to making decisions that affect air traffic control operations.

9.21.1. ATC CICs will ensure proper coordination with SOFs is conducted to ensure the safe operation of the control tower. The CIC will inform SOF of equipment outages affecting the SOF console or other equipment as necessary. CICs will ensure controllers assist the SOF in whatever way possible as a secondary duty. SOFs will coordinate all requests through the CIC.

9.21.2. The SOF must not perform ATC functions or transmit ATC instructions or clearances to an aircraft unless the instructions are required to prevent a mishap. When advice is extremely technical, or when the SOF feels that relay of information by the controller could cause an unacceptable delay, the SOF coordinates use of the frequency with the facility CIC and transmits directly to the affected aircraft.

9.21.3. Unless time critical, the SOF will coordinate with the CIC prior to transmitting on Guard. The CIC will coordinate with opposite facility prior to the SOF transmitting on Guard. ***NOTE:*** A person who commandeers an ATC frequency assumes responsibility for separation of aircraft.

9.22. Taking of Photographs: Photographing the exterior of aircraft is authorized unless expressly prohibited. Visitors are not to photograph any cockpit without express consent of the PIC.

9.22.1. Photographs are not authorized in or around established restricted areas when aircraft are present.

9.22.2. Aerial Photography inside the Class D, over JBSA-RND must be coordinated and approved by 902 CE.

9.23. Pilot/Controller Communications: Aircraft will communicate on UHF to the maximum extent possible when in contact with ATC. Pilots will acknowledge all ATC clearances and control instructions. Pilots will not acknowledge position report requests.

9.24. Final Monitor Radar (FM)/Dual Simultaneous Independent Approach (SIA) Procedures: The FM positions operate IAW SIA procedures located in FAAO 7110.65, RND/SAT TRACON LOA, Tower OI 13-204, and local directives.

9.24.1. FM will be open only during the time there is 12 FTW flying to both runways or as manning allows. FM positions will remain operational until HNG ATC terminates IFR operations, when Wing flying has been canceled, suspended, or terminated, and once coordination with SAT TRACON has been completed.

9.24.2. FM monitors the No Transgression Zone and provides safety services and advisories as needed.

9.24.3. If required separation is lost, or anticipated to be lost, pilots who have not reported the RWY in sight may be issued a safety alert and breakout instructions

9.25. Crop Dusting Operations: Crop dusters may obtain approval to conduct spraying operations within designated areas of JBSA-RND Class D airspace. Pilots contact ATC or AM by telephone in advance of spraying operations to request approval and are not expected to have two-way radio capability. ATC will advise SAT TRACON and include an advisory on the ATIS of any crop dusting activity.

9.26. Weather Smooth Flow (WSF) Operations: In the event there is no Simultaneous ILS (RMP/SILS) capability, WSF operations will be activated when one or both of JBSA-RND patterns are restricted (overhead or straight-in) or closed, requiring a recovery via an instrument approach or radar vectors to a visual approach. During WSF operations the volume of 12 FTW aircraft operating from JBSA-RND will be reduced to provide an orderly recovery sequence.

9.26.1. Implementation of WSF requires that both SOFs coordinate with one another and each individual squadron‘s Operations Supervisor when either patterns status is closed or restricted. Squadrons will reduce total sorties per launch period IAW **Table 9.7** below. The remaining sorties will be smooth flowed evenly throughout the period.

Table 9.7. Aircraft Take-off Rates:

Aircraft	Aircraft Per Hour
T-6	12
T-38	10
T-1	N/A Due To Nature Of Mission

9.26.2. Aircraft sorties cancelled due to implementation of WSF are permanently lost even if pattern status improves. If WSF occurs after a launch period has begun, the remaining sorties will launch at the established rate in **Table 9.7**. San Antonio Approach will allow racetracks and reruns on a traffic volume permitting basis. SOFs will notify San Antonio Approach supervisors when WSF in implemented and when WSF has terminated.

9.27. Weather Recall Procedures: The SOF initiates weather recall procedures. In the event of a weather recall, ATC will transmit JBSA-RND (T-6, T-1, T-38, etc) weather recall in progress on LC and GC frequencies. All approaches will terminate in full-stop landings unless otherwise approved by the SOF.

GERALD V. GOODFELLOW. Colonel, USAF
Commander, 12th Flying Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References Cited

AFI 11-201, *Flight Information Publication,* 31 Mar 2009

AFI 11-202V3, *General Flight Rules,* 22 Oct 2012

AFI 11-208, *Department of Defense Notice to Airmen (NOTAM) System,* 3 Jun 2011

AFI 11-218, *Aircraft Operations and Movement on the Ground,* 28 Oct 2011

AFI 11-255V3, *Flight Manager Responsibilities and Procedures*, 8 Mar 2012

AFPD 13-2, *Air Traffic, Airfield, Airspace and Range Management,* 7 Aug 2007

AFI13-204V1, *Airfield Operations Career Field Development,* 1 Sep 2010

AFI13-204V2, *Airfield Operations Standardization and Evaluations,* 1 Sep 2010

AFI13-204V3, *Airfield Operations Procedures and Programs,* 1 Sep 2010

AFI 13-213, *Airfield Driving,* 1 Jun 2011

AFI 14-205, *Geospatial Information and Services (GI&S),* 5 May 2010

AFI 91-202, *The US Air Force Mishap Prevention Program,* 5 Aug 2011

AFMAN 91-223, *Aviation Safety Investigations and Reports,* 16 May 2013

Prescribed Forms

None

Adopted Forms

AF IMT 457, *USAF Hazard Report*

AF IMT 483, *Certificate of Competency*

AF IMT 651, *Hazardous Air Traffic Report (HATR)*

AF Form 3616, *Daily Record of Facility Operation*

AF IMT 3622 (PA), *Air Traffic Control/Weather Certification and Rating Record (LRA)*

DD Form 175 (PA), *Military Flight Plan*

DD Form 1801, *DoD International Flight Plan*

Abbreviations and Acronyms

AAS—Aircraft Arresting Systems

AAM—Assistant Airfield Manager

ABW—Air Base Wing

ACC—Air Combat Command

AD—Automatic Distribution

ADPM—Airfield Driving Program Manager

AETC—Air Education and Training Command

AFB—Air Force Base

AFMC—Air Force Materiel Command

AFRES—Air Force Reserve

AFSC—Air Force Specialty Code

AGE—Aerospace Ground Equipment

AHC—Aircraft Handling Characteristics

AICUZ—Air Installation Compatible Use Zone

AIREVAC—Air Evacuation Aircraft

ALS—Approach Light System

ALSF—1-High Intensity ALS Category 1 configuration with sequenced flashers

AFM—Airfield Manager

AFRIMS—Air Force Records Information Management System

AM—Airfield Management

AMOPS—Airfield Management Operations

ANG—Air National Guard

AOB—Airfield Operations Board

AOCI—Airfield Operations Compliance Inspection

AOF—Airfield Operations Flight

AOF/CC—Airfield Operations Flight Chief

AOI—Airfield Operating Instruction

AOSE—Airfield Operation Standardization Evaluation

APU—Auxiliary Power Unit

ARTCC—Air Route Traffic Control Center

ASAP—As soon as possible

ATC—Air Traffic Control

ATCALS—Air Traffic Control and Landing Systems

ATIS—Automatic Terminal Information Service

ATM—Air Traffic Manager

BASH—Bird Aircraft Strike Hazard

BWC—Bird Watch Condition

CD—Clearance Delivery

CDT—Controlled Departure Time

CES—Civil Engineering Squadron

CIC—Controller in Charge

COMSEC—Communications Security

CPI—Crash Position Indicator

CS—Communications Squadron

DNIC—Duties Not Including Controlling

DoD—Department of Defense

DV—Distinguished Visitor

ELP—Emergency Landing Procedure

EPU—Emergency Power Unit

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

FAA—Federal Aviation Administration

FAAO—Federal Aviation Administration Order

FAF—Final Approach Fix

FAR—Federal Aviation Regulation

FAX—Facsimile machine

FCF—Functional Check Flights

FD—Flight Data

FLIP—Flight Information Publication

FOD—Foreign Object Damage

FP—Flight Plan

FPNO—No Flight Plan

FTS—Flying Training Squadron

FTW—Flying Training Wing

FW—Fighter Wing

GC—Ground Control

GE—Ground Emergency

HATR—Hazardous Air Traffic Report

HIRL—High Intensity RWY Light

HNG—Hangover Tower

HR—Hazard Report

IAW—In Accordance With

IFE—In-flight Emergency

IFR—Instrument Flight Rule

ILS—Instrument Landing System

JC—Job Control

LAN—Local Area Network

LC—Local Control

LMR—Land Mobile Radio

LOA—Letter of Agreement

MACA—Mid-Air Collision Avoidance

MDA—Minimum Descent Altitude

METNAV—Meteorological and Navigation Maintenance

Mission—Flying Training by Wing Aircraft

MOA—Military Operations Areas

MOC—Maintenance Operations Center

MSL—Mean Sea Level

NAVAID—Navigational Aid

NGA—National Geospatial-Intelligence Agency

NLT—Not Later Than

NM—Nautical Mile

NORDO—No Radio

NOTAM—Notice to Airmen

NTFS—New Tactical Forecast System

OBO—Official Business Only

OHOP—Out of Hours Operation

OPLAN—Operational Plan

P/D—VFR Pattern Delay

PAPI—Precision Approach Path Indicator

PC—Personal Computer

PCAS—Primary Crash Alert System

PCN—Pavement Classification Number

PCS—Permanent Change of Station

PIC—Pilot in Command

PIREP—Pilot Weather Report

PLB—Personal Locator Beacon

PMI—Preventive Maintenance Inspection

PMSV—Pilot to Meteorological Services

PO—Project Officer

POC—Point of Contact

POFZ—Precision Obstacle Free Zone

POL—Petroleum, Oils, and Lubricants

PPR—Prior Permission Required

PTD—Randolph Pilot to Dispatch

RCS—RWY Control Structure

RDS—Records Disposition Schedule

REIL—RWY End Identifier Lights

RMP—Radar Monitor Position

RND—Randolph Tower

RSRS—Reduced Same RWY Separation

RSC—RWY Surface Condition

RWY—RWY

SAPD—San Antonio Police Department

SAT—San Antonio Terminal Radar Approach Control (TRACON)

SC—Senior Controller

SCN—Secondary Crash Net

SEI—Special Experience Identifier

SFL—Sequenced Flashing Lights

SFO—Senior Fire Official

SFS—Security Forces Squadron

SID—Standard Instrument Departure

SOF—Supervisor of Flying

SRP—Single RWY Procedures

SSILS—Solid State Instrument Landing System

TA—Transient Alert

TACAN—Tactical Air Navigation

TDZE—Touchdown Zone Elevation

TRACON—San Antonio Approach Control

TWY—Taxiway

UMD—Unit Manpower Document

VCO—Vehicle Control Officer

VFR—Visual Flight Rules

VORTAC—Very High Frequency (VHF) omnidirectional range (VOR) beacon and a tactical air navigation system (TACAN) beacon combined

WSF—Weather Smooth Flow

WX—Randolph Air Force Base Weather Station

ZHU—Houston ARTCC, Controller, Supervisor

ZI—Zone of Interior

Terms:

Air Traffic Control (ATC)—Randolph ATC to include Randolph (RND) and Hangover (HNG) Air Traffic Control Towers, Control Tower Watch Supervisor (WS), Controller in Charge (CIC) Senior Controller (SC), Controller, Local Control (LC), Ground Control (GC), Flight Data (FD), Radar Monitoring Position/Dual Simultaneous Instrument Landing Systems (RMP/SILS), 12th Operations Support Squadron/Airfield Operations Flight (12 OSS/OSA), and AOF/CC. ATC shall be inclusive of all ATC facilities and functions at Randolph AFB, RND ATC shall only include Randolph tower and personnel (RND ATC is considered the primary ATC facility), and HNG ATC shall only include HNG tower and personnel.

Airfield Management (AM)—Randolph AFB, Airfield Manager (AFM), or a designated representative from AM, 12 OSS/OSA, Assistant Airfield Manager (AAFM), and 12 OSS/OSAA.

Airfield Operations Flight Chief (AOF/CC)—Airfield Operations Flight Chief, 12 OSS/OSA, responsible for Randolph Air Traffic Control (ATC) and Airfield Management (AM). The AOF is responsible for administration and enforcement of the provisions in this instruction.

Authorized Vehicle—An approved government, civilian or commercial contractor‘s vehicle, authorized to operate on the airfield by AM.

Ground Emergency (GE)—An incident occurring on the aerodrome, which presents a clear and present danger to an aircrew, aircraft, ground maintenance personnel, or any other aircraft support equipment or facility.

In—Flight Emergency (IFE)–An in-flight malfunction or problem which makes safe continuation of the flight uncertain or which presents a clear and present danger to the aircrew or aircraft.

Local Aircraft— Aircraft assigned to and operated by 12 FTW and aircraft flown by the 415 FLTF using the LEXUS call sign.

Operational Clearance—Valid authority to operate an aircraft granted by appropriate clearance authority under AFI 11-202V3, *General Flight Rules*, and based on a flight plan (FP) filed by a pilot with AM and passed to ATC. An Operational Clearance shall be commonly referred to as a Flight Plan (FP).

Physiological Incident—A physiological condition of the aircrew or passengers, which requires termination of the flight and requires the assistance of medical personnel.

Precision Free Obstacle Zone (POFZ)—An area that must clear of all traffic (aircraft or vehicles) when aircraft on an ILS approach is within 2 miles of the RWY and the weather is below 300 ft ceiling or visibility is less than 3/4SM.

San Antonio Approach Control (SAT)—San Antonio Terminal Radar Approach Control (TRACON), Federal Aviation Administration (FAA).

Unauthorized Aircraft Movement—Aircraft movement without valid FP (Operational Clearance), or notice/approval of operation for maintenance and specific approval from an authorized ATC agency for any movement.

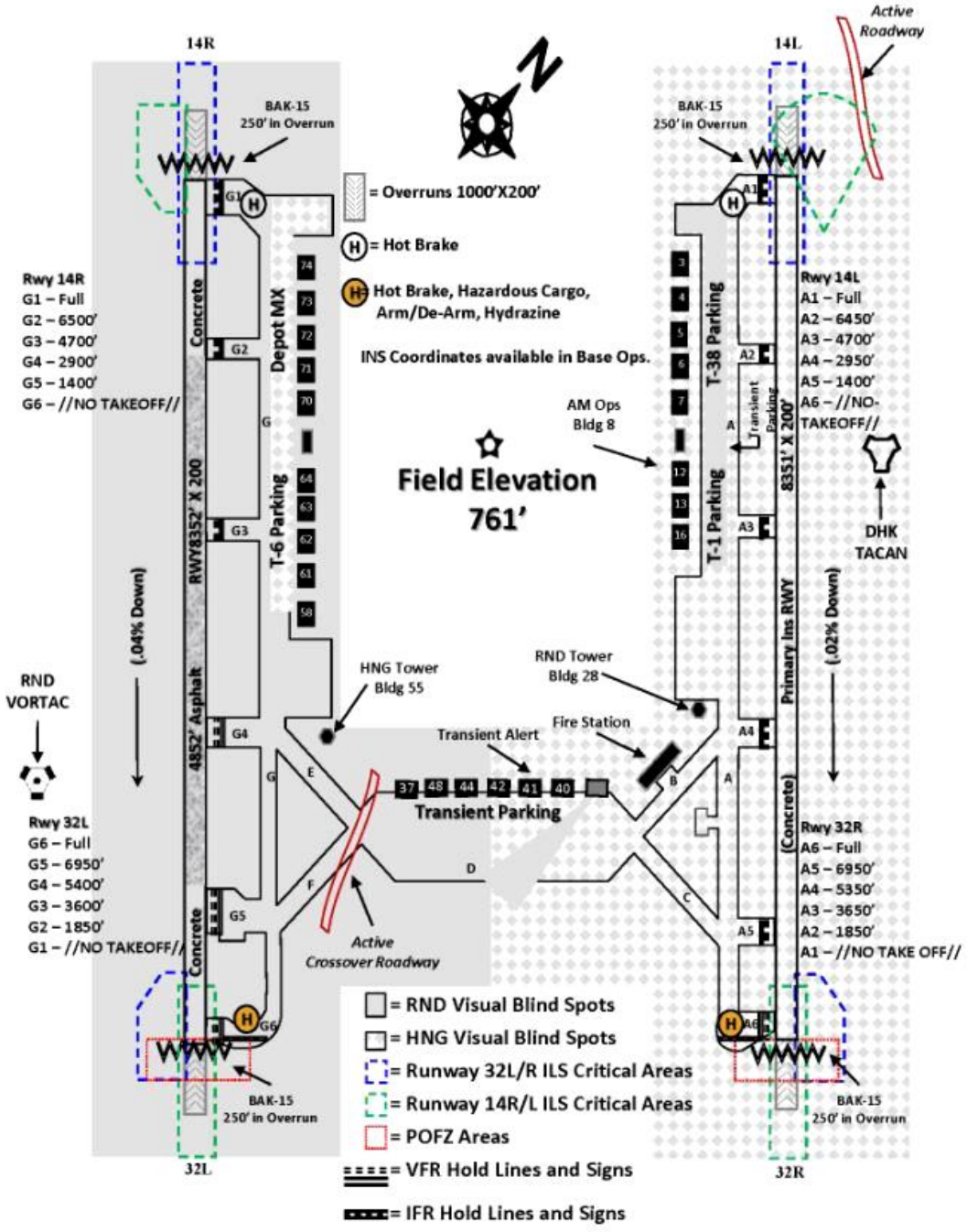
Wing—12th Flying Training Wing, including all Wing assigned aircraft and personnel.

Wing Flying—For the purpose of ATC staffing Wing flying for HNG is normally any period where a SOF is on duty in HNG tower. Wing flying for RND is normally any period where a SOF is on duty in RND tower. During Wing flying, when manning allows, WS concept will be maintained. However, FD and GC (RND & HNG) will normally be combined until 0800 and after 1600 based on manning constraints and traffic conditions. During periods of stand-by or other non-wing flying periods positions may be combined (SC) to allow completion of official duties if individual(s) may be recalled within a reasonable timeframe.

Attachment 2

AIRFIELD DIAGRAM

FIGUREA2.1. AIRFIELD DIAGRAM



Attachment 3

AIRFIELD RESTRICTIONS

Table A3.1. Airfield Diagram

Taxiway	Obstruction	Acft Wing Span - No Restrictions	** Acft Wing Span - No Restrictions	Acft Wing Span - Use Wing Walkers	Acft Wing Span - Unusable
A (Between A5 & A6)	Jogging Path*, Trees	< 110'	110-158'	158-188' - B-2, B52, C17, DC10, KC10	188'+ - B747, C5, VC25, E4B
B	Access road*, Fire hydrant, Masonry wall	< 76'	76-86'	86-116' - B727, B737, C9, C22, DC9, C37, P3,	116'+ - B1, B2, B52, C5, C17, C130, C135, DC8, DC10, E3A, KC10, KC135R
C	Jogging Path*, Trees	< 210'	210'+	Not Required	Not Required
Taxilane D	Jogging Path, Trees	< 110'	110-138'	138-168' - B707, B767, DC8, DC10, E3A, E6, EC18B, KC10, L1011, VC137	168'+ - B52, B2, B747, C5, C17, E4B, VC25
F	Crossover Road*	< 60'	60-102'	102-132' - B707, B727, B757, C22, C135,	132'+ - B1, B2, B52, C5, C130, C17, DC8, DC10, E3A, KC10, KC135R
G	Service Lanes*, T-6 Acft Shelters, T-6 Acft	< 86'	86-96'	96-126' - B727, B757, C22, P3	126' + - B1, B2, B52, C5, C17, C130, C135, DC8, DC10, E3A, KC10, KC135R,
A1 (only when Acft are present in hammerhead)	Aircraft in Hammerhead	<69’	N/A	N/A	69’+ - B1, B2, B52, B707, C5, C9, C17, C20, C130, C135, C141, KC10, etc.
A6 (only when Acft are present in hammerhead)	Aircraft in Hammerhead	<110’	N/A	N/A	132'+ - B1, B2, B52, C5, C130, C17, DC8, DC10, E3A, KC10, KC135R
G1 (only when Acft are present in hammerhead	Aircraft in Hammerhead	<36’	N/A	N/A	36’+ - Numerous. Any aircraft with wing span greater than C-21 (39.5’)
G6 (only when Acft are present in hammerhead	Aircraft in Hammerhead	<42’	N/A	N/A	42’+ - Numerous. Any aircraft with wing span greater than T1 (43.5’)

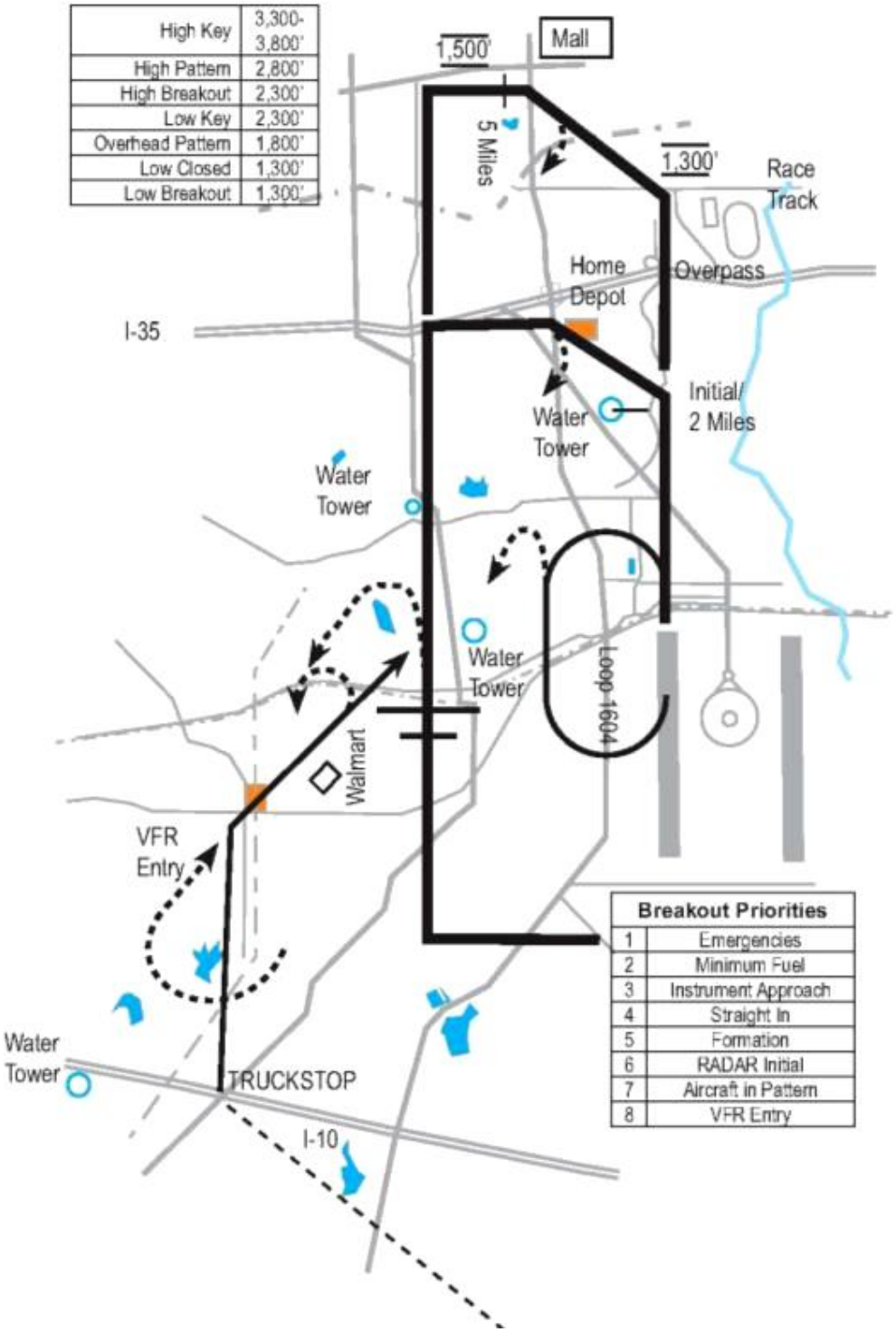
A3.1. Airfield Restrictions. * Controlling Obstruction, object closest to the TWY** No Taxi restrictions; however there are obstructions within TWY clear zone which may warrant A/C advisement NOTE: Airfield Management will coordinate specific taxi instructions/routes for

Large/Heavy Aircraft. Contact AM for specific routing guidance. For specific Aircraft Wingspan Information not listed, contact Airfield Management.

Attachment 4

HANGOVER VFR PATTERN 14R

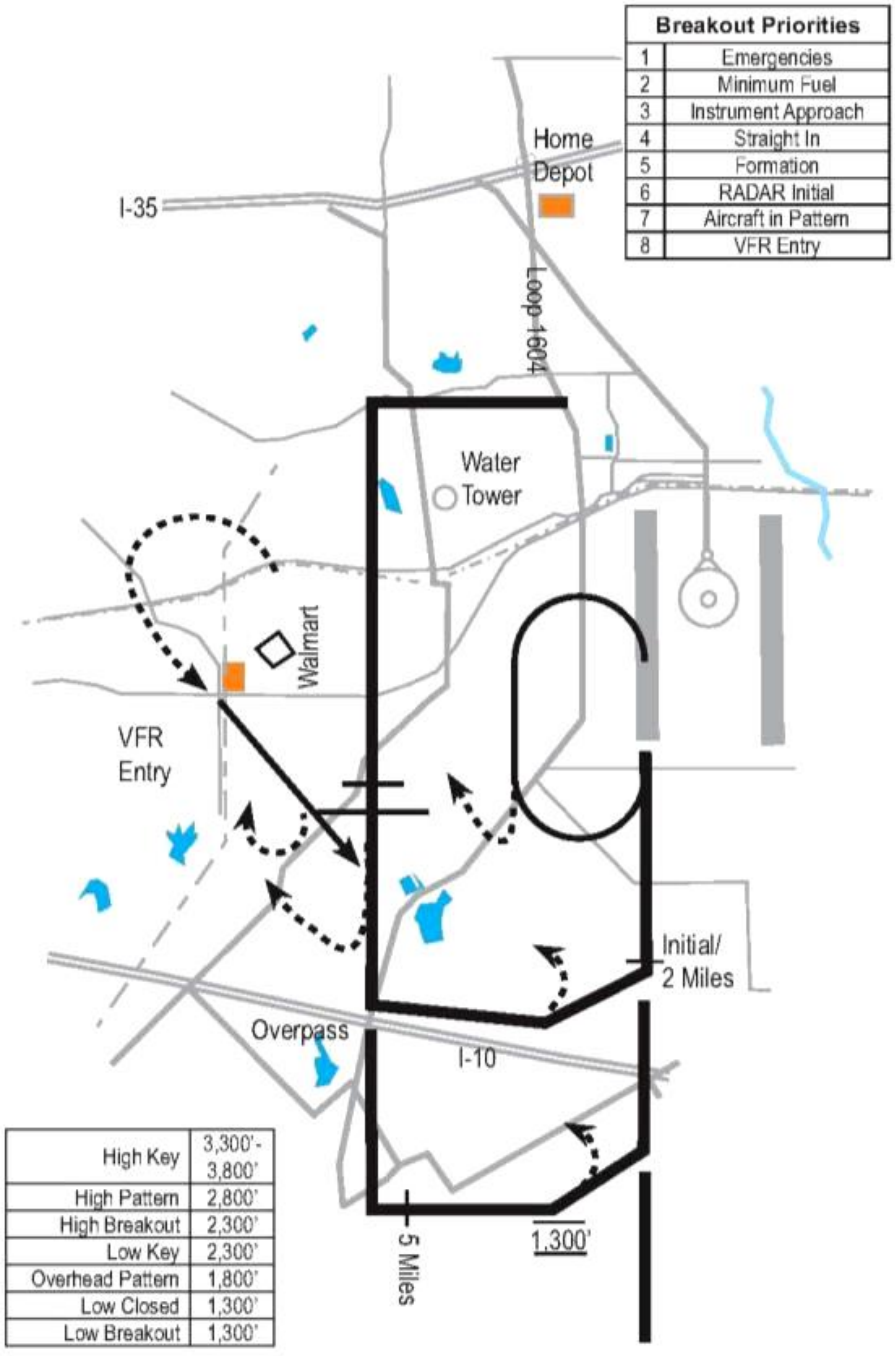
Figure A4.1. Hangover VFR Pattern 14R.



Attachment 5

HANGOVER VFR PATTERN 32L

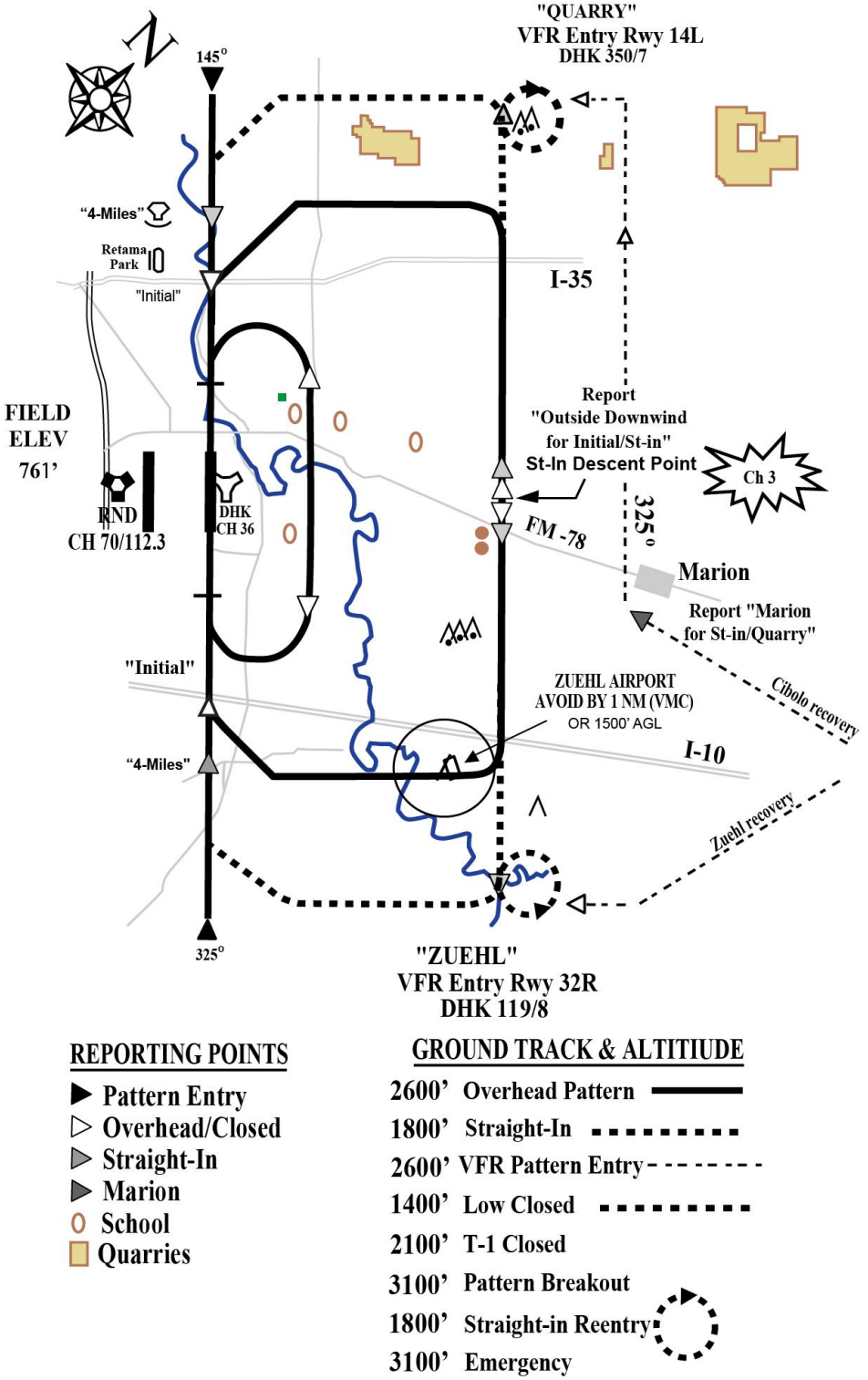
Figure A5.1. Hangover VFR Pattern 32L.



Attachment 6

RANDOLPH VFR PATTERNS

Figure A6.1. Randolph VFR Patterns.



Attachment 7

T-6 EXPECTED RADIO CALLS

A7.1. Taxi/Clearance:

A7.1.1. AIRCRAFT -

A7.1.2. *FANGS 1- TAXI WITH* (ATIS Code)

A7.1.3. ATC -

A7.1.4. *FANGS 10 RUNWAY* (Runway) *TAXI VIA* (Instructions), *CLEARED* (Clearance Limit), *VIA* (STEREO Profile), *SQUAWK* (Appropriate Code) or

A7.1.5. *FANGS 10 RUNWAY* (Runway) *TAXI VIA* (Instructions), *CLEARANCE ON REQUEST* or *CLEARANCE AVAILABLE*.

A7.1.6. AIRCRAFT -

A7.1.7. *FANGS 10*, (Runway) (Squawk)

A7.2. Hammerhead:

A7.2.1. AIRCRAFT -

A7.2.1.1. *HANGOVER TOWER FANGS 10*, (Patterns, Interval, 90 Second Interval) *HOLDING SHORT*

A7.2.2. ATC -

A7.2.2.1. *FANGS10, HANGOVER TOWER ROGER* or

A7.2.2.2. *FANGS10, TAXI UP TO AND HOLD SHORT OF RUNWAY* (Runway) or

A7.2.2.3. . *FANGS10, RUNWAY* (Runway), *LINE UP AND WAIT* or

A7.2.2.4. *FANGS10, RUNWAY* (Runway), *WINDS* (Winds), *CLEARED FOR TAKEOFF as applicable (Patterns/Interval)*

A7.2.3. AIRCRAFT-

A7.2.3.1. *FANGS10, UP TO AND HOLD SHORT OF RUNWAY* (Runway) or

A7.2.3.2. *FANGS10, LINE UP AND WAIT* or

A7.2.3.3. *FANGS 10, CLEARED FOR TAKEOFF*

A7.3. Departure Leg:

A7.3.1. AIRCRAFT -

A7.3.1.1. *FANGS 10* (Departing/Request Closed/Request Low Closed/Request Low Key/Request Direct High Key)

A7.3.2. ATC -

A7.3.2.1. Will not acknowledge departing calls, other requests will be approved or denied.

A7.4. Closed Downwind:

A7.4.1. AIRCRAFT -

A7.4.1.1. *FANGS 10 CLOSED DOWNWIND* (Departing/Fuel/AOA)

A7.4.2. ATC -

A7.4.2.1. Will not acknowledge closed downwind calls.

A7.5. High Downwind:

A7.5.1. AIRCRAFT -

A7.5.1.1. *FANGS 10 HIGH DOWNWIND* (Departing/Fuel)

A7.5.2. ATC -

A7.5.2.1. Will not acknowledge high downwind calls.

A7.6. Perch (Base):

A7.6.1. AIRCRAFT -

A7.6.1.1. *FANGS 10 GEAR DOWN* (No-Flap/Departing/AOA/ Type Landing)

A7.6.2. ATC -

A7.6.2.1. *FANGS 10 RUNWAY* (Runway) *WIND* (Wind) *CLEARED* (Type Landing) (Departure Approved/Unable Departure)

A7.6.3. AIRCRAFT -

A7.6.3.1. Aircraft will acknowledge with call sign

A7.7. High Key:

A7.7.1. AIRCRAFT -

A7.7.1.1. *FANGS 10 HIGH KEY* (Departing/Fuel/Zero Torque)

A7.7.2. ATC -

A7.7.2.1. *FANGS 10 REPORT LOW KEY* (Sequence/Traffic if applicable)

A7.8. Low Key:

A7.8.1. AIRCRAFT -

A7.8.1.1. *FANGS 10 LOW KEY GEAR DOWN* (Departing/Type Landing)

A7.8.2. ATC -

A7.8.2.1. *FANGS 10 RUNWAY* (Runway) *WIND* (Wind) *CLEARED* (Type Landing) (Departure Approved/Unable Departure)‖

A7.8.3. AIRCRAFT -

A7.8.3.1. Aircraft will acknowledge with call sign.

A7.9. Outside Downwind/Karnes:

A7.9.1. AIRCRAFT -

A7.9.1.1. *FANGS 10 OUTSIDE DOWNWIN/KARNES* and if applicable *REQUEST STRAIGHT IN/HIGH*

A7.9.1.2. ATC is only required to respond to Straight-in requests with *FANGS 10 REPORT 5 MILES* or *FANGS 10 UNABLE STRAIGHT IN*

A7.10. Five Miles:

A7.10.1. AIRCRAFT -

A7.10.1.1. *FANGS 10 FIVE MILES* (Departing/Fuel)

A7.10.2. ATC -

A7.10.2.1. *FANGS 10 STRAIGHT IN APPROVED/UNABLE STRAIGHT IN*

A7.11. Two Miles:

A7.11.1. AIRCRAFT -

A7.11.1.1. *FANGS 10 TWO MILES* (No Flap/Departing/Type Landing)

A7.11.2. ATC -

A7.11.2.1. *FANGS 10 RUNWAY* (Runway) *WIND* (Wind) *CLEARED* (Type Landing) (Departure Approved/Unable Departure)

A7.11.3. AIRCRAFT -

A7.11.3.1. Aircraft will acknowledge with call sign.

A7.12. Initial/Radar Initial:

A7.12.1. AIRCRAFT -

A7.12.1.1. *FANGS 10 INITIAL/RADAR INITIAL* (Departing/Fuel/AOA) or if applicable *FOR HIGH KEY/BREAK TO LOW KEY*

A7.12.2. ATC -

A7.12.2.1. ATC will acknowledge, sequence, approve, or deny requests as applicable

A7.12.3. . AIRCRAFT -

A7.12.3.1. Aircraft will acknowledge with call sign.

A7.13. TRUCKSTOP:

A7.13.1. AIRCRAFT -

A7.13.1.1. *FANGS 10 TRUCKSTOP*

A7.13.2. ATC -

A7.13.2.1. ATC will not acknowledge

A7.14. Breakout:

A7.14.1. AIRCRAFT -

A7.14.1.1. *FANGS 10* (Pattern Position) *BREAKING OUT/LOW-BREAKOUT*

A7.14.2. ATC -

A7.14.2.1. *FANGS 10 ROGER*

A7.15. Landing Hot Side:

A7.15.1. AIRCRAFT -

A7.15.1.1. FANGS 10 CENTERLINE CROSS (Advisory Only)